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Soldiers' & Sailors' Orphans' Home

Located at
Xenia, Greene County, Ohio

Thirty-third Annual Report of the Board of
Trustees and Officers to the Governor of the
State of Ohio

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For the Year Ending November 15, 1902

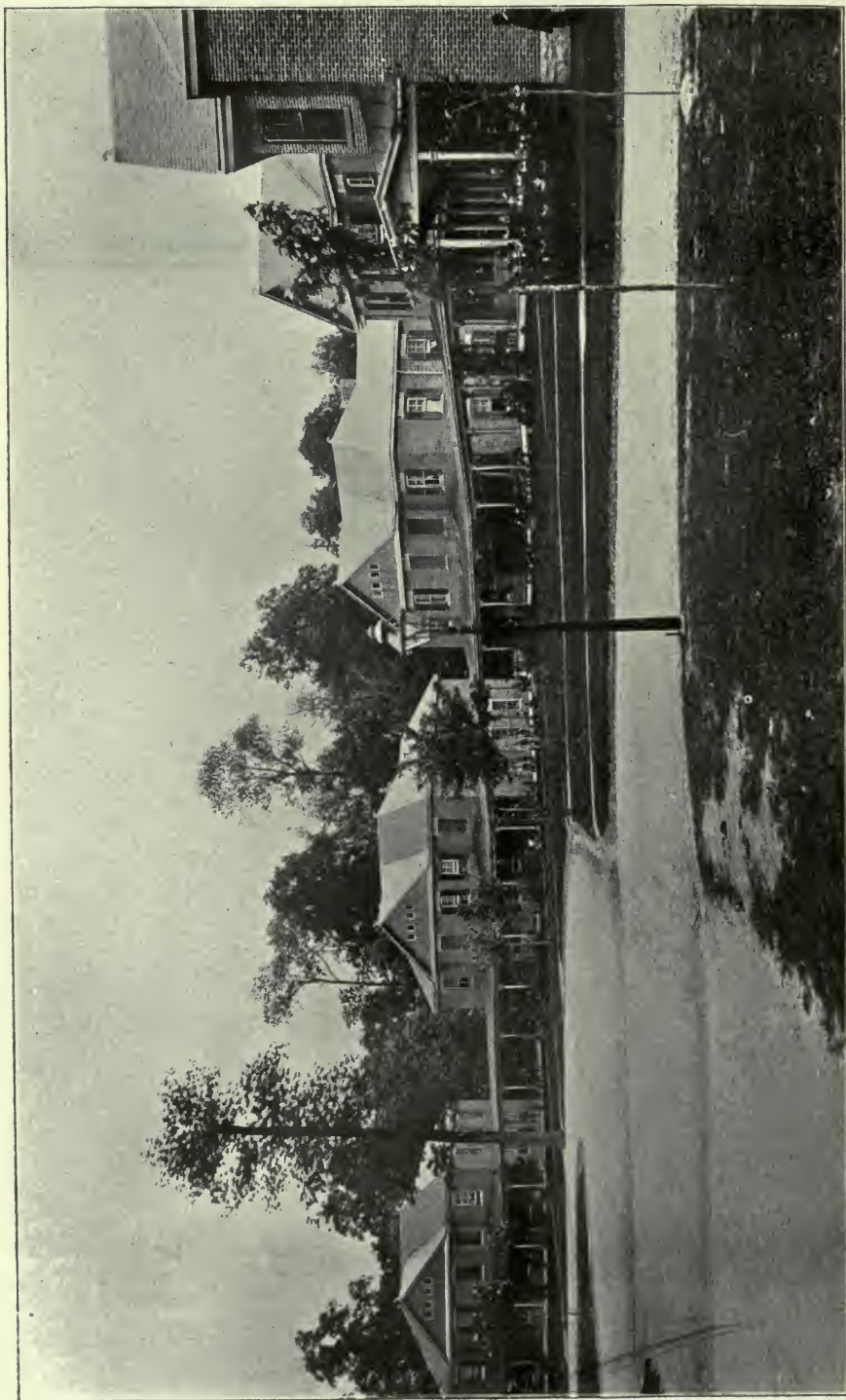


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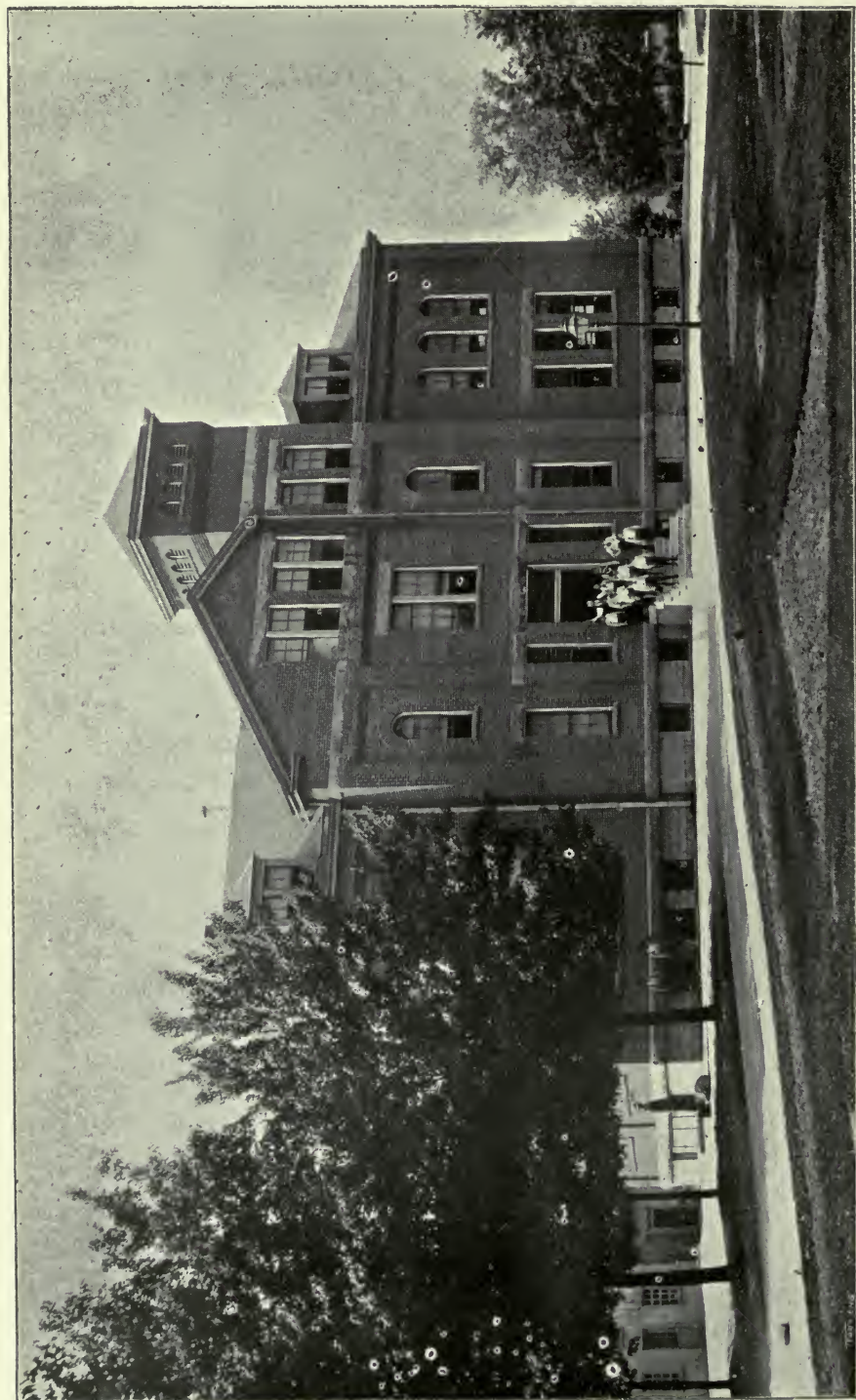


THE CHAPEL.

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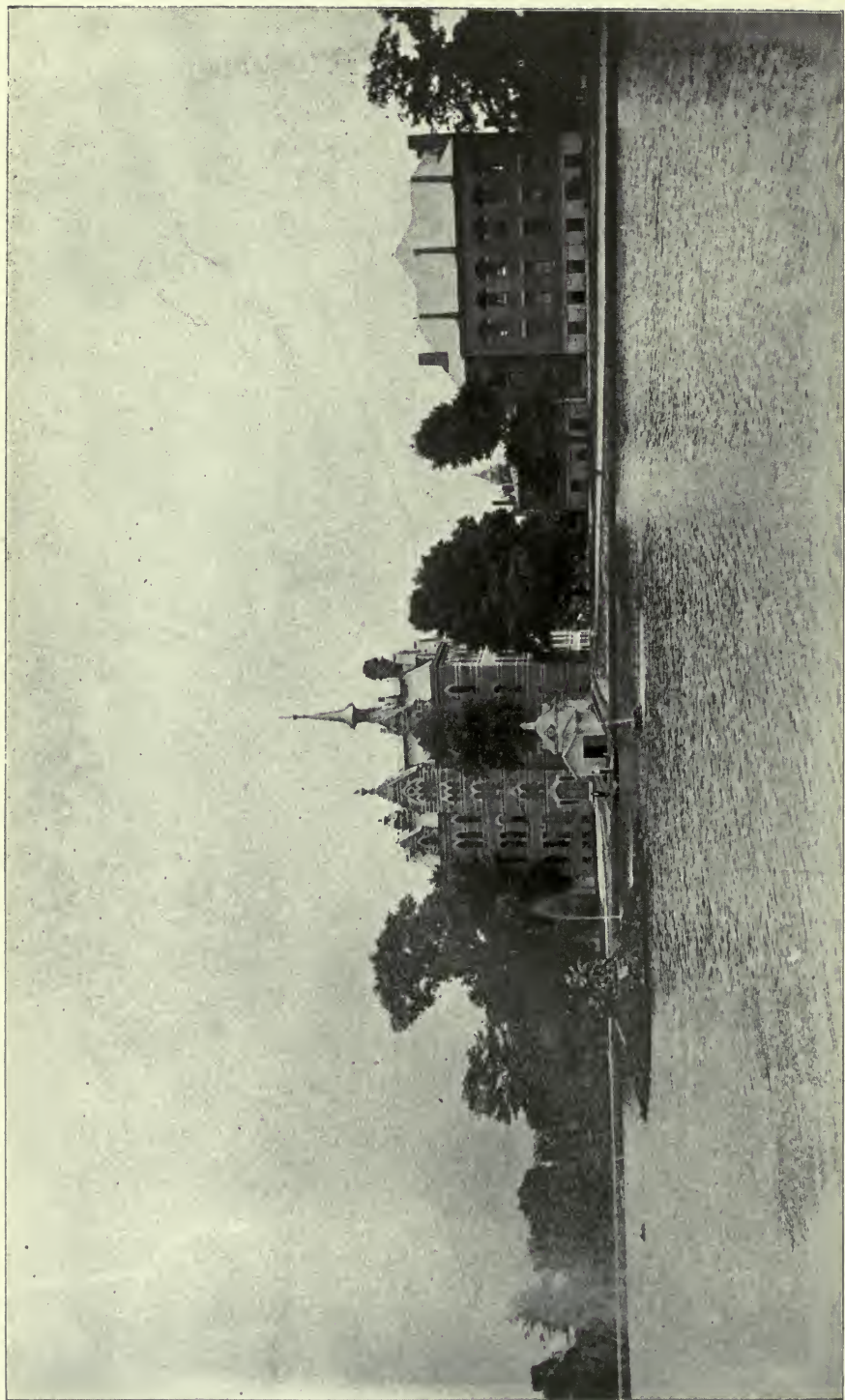


NEW COTTAGES.



THE INDUSTRIAL BUILDING.

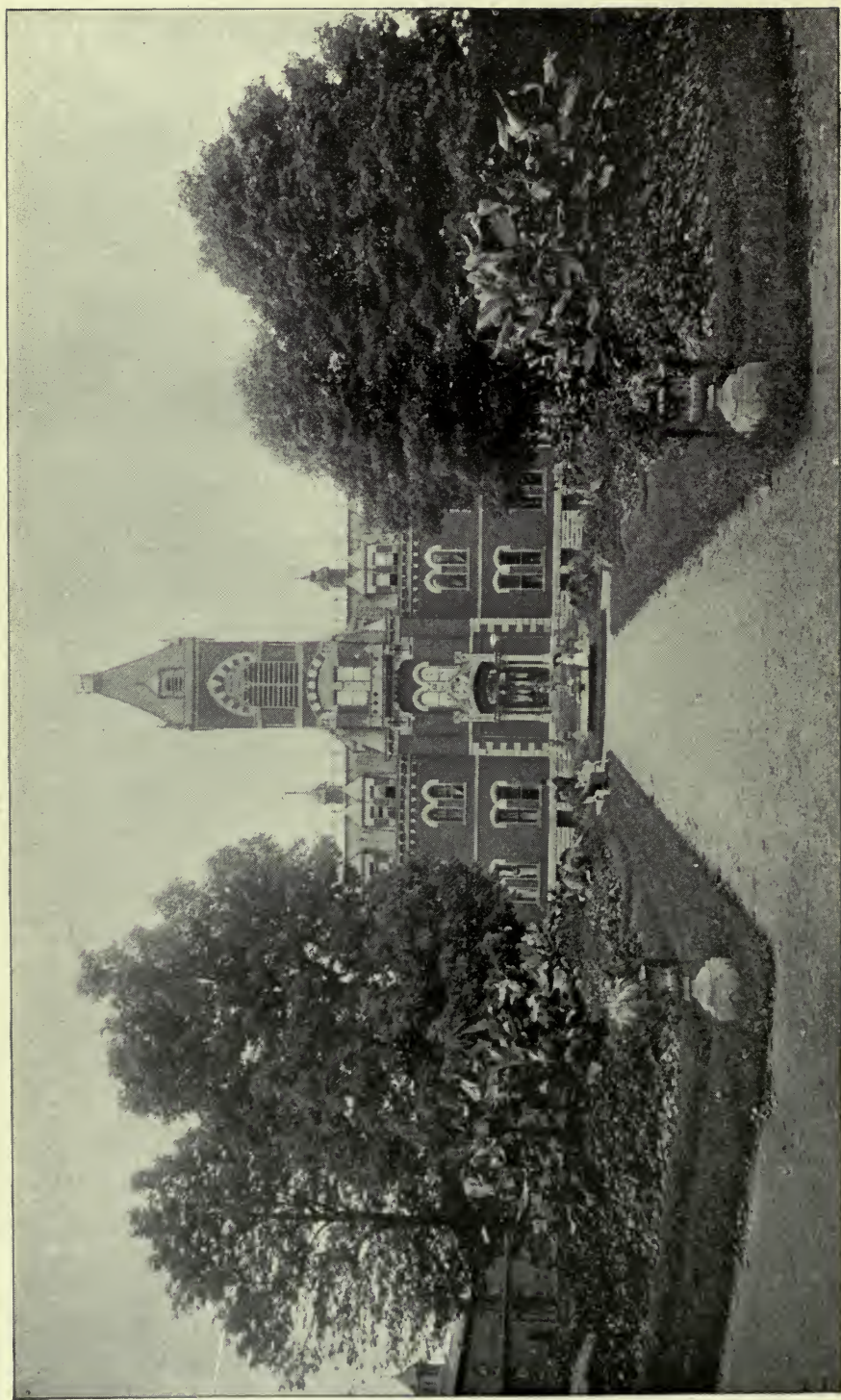




VIEW OF SCHOOL BUILDINGS FROM ACROSS THE LAKE.



THE COTTAGES—A VIEW FROM SCHOOL BUILDING.



THE ADMINISTRATION BUILDING.

THIRTY-THIRD ANNUAL REPORT
OF THE
BOARD OF TRUSTEES AND OFFICERS
OF THE
**SOLDIERS' AND SAILORS'
ORPHANS' HOME,**

Located at Xenia, Greene County,

TO THE
GOVERNOR OF THE STATE OF OHIO.

For the Year Ending November 15, 1902.

XENIA, OHIO:

PRINTED AT THE HOME PRINTING OFFICE.

1903.

STATE LIBRARY OF OHIO
65 SOUTH FRONT STREET
COLUMBUS, OHIO 43211

BOARD OF TRUSTEES.

JOHN S. JONES, *President*, Delaware... ..Term expires April, 1903.
P. H. DOWLING, Toledo.....Term expires April, 1904.
H. C. HOUSTON, *Secretary*, Urbana.....Term expires April, 1905.
A. V. RICE, OttawaTerm expires April, 1906.
D. Q. MORROW, Hillsboro.....Term expires April, 1907.

BOARD OF VISITORS.

MRS. MARY V. P. WILSON, *Pres.*, Lebanon, Term expires March 25, 1905.
MRS. MARIE C. JONES, *Sec.*, Hillsboro....Term expires March 25, 1903.
MRS. ANNA FRANCES McNEAL, Marion. Term expires March 25, 1904.
MRS. SARAH M. E. BATTELS, Akron ...Term expires March 25, 1906.
MRS. W. D. BICKHAM, Dayton.....Term expires March 25, 1907.

ADMINISTRATION OF THE HOME.

SUPERINTENDENT:

CHARLES L. YOUNG.

MATRON:

Mrs. CORA DAY YOUNG.

FINANCIAL OFFICER:

ORIN C. BAKER.

PHYSICIAN:

WARREN C. HEWITT, M. D.

STOREKEEPER:

JOHN M. SMALLEY.

HOUSEKEEPER:

Miss ROSALIE E. BAUERLE.

LIBRARIAN AND POSTMISTRESS:

Mrs. LILLIAN C. YALE.

COTTAGE MATRONS:

Miss MARY S. McCURDY,	Miss JENNIE BAUMGARDNER,
Mrs. J. B. BROWN,	Miss MARY LATIMER,
Mrs. ANNA LUDWIG,	Miss TECHLA E. HESS,
Miss ELIZABETH McDONALD,	Miss BERTHA L. MARKEL,
Miss JENNIE B. NESBITT,	Miss KATHLEEN WETMORE,
Mrs. LIZZIE L. ENSWORTH,	Mrs. ANNA M. DUNBAR,
Mrs. L. A. UNDERWOOD,	Miss LENA M. PENN,
Mrs. MOLLIE M. FOWLER,	Mrs. SALLIE PIERCE,
Mrs. EVA McCLELLAND,	Miss CARRIE CLINE,
Miss PHOEBE RUSSELL,	Mrs. CASSIE R. PRESTON,
Miss FRANCES L. HOWE,	Miss B. A. WELCH,
Miss FANNIE G. M'CULLOUGH,	Miss BERTHA STARRETT,
Mrs. LAURA J. BALLARD,	Mrs. NINA G. HORNADAY,
Miss ANZA JOHNSON,	Miss JENNIE G. STEELE,
Miss SARAH M. ESTILL,	Mrs. EMMA B. WEAVER,
Mrs. MINNIE M. GRIFFIN,	Mrs. M. H. JOHNSON.

SUPPLY COTTAGE MATRONS:

Miss HATTIE A. TEDRICK, Miss JULIA DIMMITT.

ASSISTANT COTTAGE MATRONS:

Miss BERTHA F. WEAVER, Miss ZOE JOHNSON.

DINING ROOM MATRON:

Mrs. KATE BUCKLES.

EDUCATIONAL DEPARTMENT.

SUPERINTENDENT OF INSTRUCTION:

THOS. A. EDWARDS.

TEACHERS:

MISS FANNIE GIBBONS and MISS MABEL BARBER, *High School.*

MISS FLORA BLAZER,	MISS JANE MARY NESBITT,
MISS VIRGINIA R. BOATRIGHT,	MISS IDA MAE PATTERSON,
MISS FRANCES M. BRADLEY,	MISS GERTRUDE RUPEL,
MISS FLORENCE BRIGGS,	MISS ANNA D. STRATTON,
MISS ANNIE U. BROWN,	MISS NELLIE S. TAYLOR,
MISS DELLA CANNON,	MISS GRACE VAN WINKLE,
MISS LAURA A. CLELAND,	MISS MINNIE WALL,
MISS ORILLE M. EASTMAN,	MISS ELIZABETH D. WILLSON.
MISS MAGGIE LEECH,	

MISS ANNA C. SEABURG, *Supply.*

SPECIAL TEACHERS:

MISS SARAH W. LANDES, *Domestic Economy—Cooking.*

MISS MARY GREENING, *Domestic Economy—Cutting and Fitting.*

MISS SARAH E. COLLINS, *Music.*

MISS RAE BERLET, *Drawing.*

MISS CHARLOTTE CARTMELL, *Stenography and Typewriting.*

MISS ADA STEELE, *Physical Culture.*

MISS LAURA M. CHAMBERLIN, *Telegraphy.*

J. HOWARD SPOHN, M. S., *Physics and Chemistry.*

MAJOR OLIVER BOX, *Military Instructor.*

WALTER E. CURRIE, *Band Instructor.*

INSTRUCTORS OF INDUSTRIES AND TRADES:

LYMAN B. YALE *Editor and Printer.*

G. HERMAN GAMPER, M. E., .. *Mechanical and Electrical Engineer.*

DAVID EVANS... *Engineering, Water, Gas, Plumbing, Steam Fitting.*

JOHN BRENNAN..... *Clothing and Dressmaking.*

ROBERT SWABY..... *Farming, Floriculture and Gardening.*

JOSEPH MORGAN..... *Shoemaking.*

HENRY R. HORN..... *Baking.*

JOSEPH G. MITCHELL..... *Woodworking and Carpentry.*

E. S. LARASON..... *Painting.*

T. R. FERGUSON..... *Tinning.*

NATHAN E. JAMES..... *Masonry and Plastering.*

BRIAN MONAHAN..... *Forge Shop.*

HENRY A. HARRIS..... *Butchering.*

LOUIS SUNKEL..... *Barbering.*

LOCATION AND DESCRIPTION OF THE FARM AND BUILDINGS.

The Home farm consists of 296 21-100 acres, is situated one mile south of east of Xenia, and commands a view of a portion of the town. The site is healthful and admirably adapted to its present purposes.

The farm lies between the Wilmington and Xenia turnpikes on the north, and the Burlington turnpike on the west, thus giving easy access to the surrounding country. The Dayton and Ironton branch of the C. H. & D. Railway runs within fifty feet of the premises on the north. The Pennsylvania Lines (Little Miami) railroad depot is within three-quarters of a mile of the Home buildings.

The land is at present fairly productive of all kinds of crops. With our present sewerage system, by which we are enabled to utilize the sewage, and the free use of the manures made on the premises, the land is improving.

The buildings consist of an administration building, with a large dining room attached, the two forming an Egyptian cross; twenty single cottages, and six double cottages—ten single cottages on the west side of the administration building, and ten single and six double cottages on the east side; two schoolhouses, chapel, hospital and four cottage hospitals, laundry, industrial buildings, boiler, and engine houses, electrical power house, mechanical building, water pumping station, gas house, greenhouses, slaughterhouse and all necessary farm buildings.

The administration and single cottage buildings are placed in a straight line running nearly due east and west, facing a few degrees east of north, making a front of nearly 1,500 feet. Five double cottages are placed in a circular line fronting west, at the east extremity of the front of the single cottages. The other double cottage is south of the east line of old cottages.

All the buildings are substantial brick structures, except the farm buildings, greenhouse, storehouse, and four hospital cottages.

The administration building has three stories, and is occupied by the officers and teachers; the cottages are two stories high, and are arranged to accommodate about twenty-five children in the single cottages and sixty children in the double cottages. One of the schoolhouses is three stories high, and will accommodate nearly 700 children; the other schoolhouse has fourteen schoolrooms (in two of which are conducted the schools of domestic economy, and in two the laboratory of physics and chemistry.) The chapel has a seating capacity of 1,200. The hospital is well arranged for the sick.

The building annexed to the administration building known as the domestic building is two stories in height, with a basement occupied by the kitchen and bakery; the first story is the children's dining room with a seating capacity of nearly 1,000; the second story contains sleeping apartments for certain of the employes, and the linen rooms.

The administration, domestic, hospital and industrial buildings, and the cottages, are heated by steam. Electric lights are furnished to all the buildings. The water which is supplied to all the buildings comes from subterranean reservoirs, and is pumped into the water tower, from which it flows by its pressure into all parts of the institution, and is of an excellent quality.

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LAWS GOVERNING THE HOME AND ITS OFFICERS.

SECTION 626. The board of any benevolent institution shall be capable of receiving by gift, devise or bequest, moneys, lands, or other property, for the benefit of such institution, or any of its inmates, and to hold and apply the same according to the terms of the donation.

SEC. 627. All books, papers, vouchers, and contracts, pertaining to any of the benevolent institutions, are the property of the state, and shall be carefully preserved.

SEC. 628. No trustee or officer of any benevolent institution may be either directly or indirectly interested in any purchase for or contract on behalf of such institution, and in addition to the liability of any trustee or officer violating this inhibition to respond in damages for any injury sustained by the institution by his act, he shall be forthwith removed from office. [1886, February 23; 83 v. 6; Rev. Stat. 1880; 75 v. 150, § 10.]

SEC. 629. No trustee, commissioner, manager or director of any benevolent, reformatory or penal institution of the state or any county therein, is eligible to the office of superintendent or steward, as an employe of an institution during the term for which he was appointed, nor within one year after his term expires; nor shall any officer or employe of any such institution be related by blood or marriage to either of said trustees. [1889, March 27: 86 v. 148; 83 v. 6; 81 v. 90; Rev. Stat. 1880; 75 v. 150, § 20.]

SEC. 633a. Upon the application and recommendation of the board of trustees of any state public institution, the governor shall commission any number of employes of such institution, not exceeding three, to be designated by the superintendent, to be special policemen thereof; and such officer or officers, shall take an oath of office and shall have power to protect the property of such institution, to suppress riots, disturbances and breaches of the peace, and to enforce all laws for the preservation of good order, and may, upon view or information, without warrant, arrest any person trespassing upon the grounds, or destroying the property of such institution, or violating any of the existing laws of the state, and bring such persons so offending before the mayor or any justice of the peace within such township, to be dealt with according to law. This act shall not be construed to authorize an additional employe in any institution or any increase of compensation to any employe so designated. [1884 March 25: 81 v. 81; 78 v. 214; Rev. Stat. 1880.]

SEC. 634. The control and management of the state benevolent institutions, including the boys' industrial school and the girls' industrial home, are under a board of five trustees for each institution. The trustees shall elect one of their number as president of the board.

SEC. 635. The governor shall, annually, by and with the advice and consent of the senate appoint one trustee for each of the state benevolent institutions, including the boys' industrial school and girls' industrial home, who shall hold his office for a term of five years from the first Monday in April next after his appointment. [1886, February 23: 83 v. 6; 203 Rev. Stat. 1880.]

SEC. 636. The trustees of all said institutions shall be appointed by the governor, by and with the advice and consent of the senate, and except as otherwise provided by law, shall receive no compensation, but shall be

entitled to receive their necessary expenses in attending the meetings of their respective boards, or in going to and from their respective institutions on official business necessarily connected therewith, which shall be paid by the disbursing officer of their respective institutions on presentation of an itemized voucher therefor, which shall be filed with the other vouchers of the institution. All vacancies in the office of trustees, whether occasioned by expiration of term, removal, or otherwise, shall be filled in the manner that the original appointment is made, and when occurring at any time before the expiration of the term of appointment, shall be for the balance of the term only.

SEC. 637. No trustee hereafter appointed shall be a resident of the county in which any institution is located. Three shall be a quorum to do business, and two may approve accounts for the payment of current expenses, salaries, and upon contracts previously entered into by the board. Each board shall appoint a secretary, who may or may not be a member of the board, whose duty it shall be to keep a record of the meetings and of the proceedings of said board, and attest the same.

SEC. 638. The boards of trustees shall appoint superintendents to the institutions under their charge respectively, who shall hold the office for four years, unless sooner removed by the trustees, and until their successors in office are appointed.

SEC. 639. The board shall establish such rules and regulations as may be deemed expedient for the government and management of their several institutions, and for securing economy and accountability in all their affairs, and all officers and employes shall strictly observe such rules and regulations, which may be changed at the pleasure of the board. [S. & C. 841.]

SEC. 640. Upon the nomination of superintendents, boards of trustees may appoint stewards, but said steward so appointed shall not at the time of his appointment be a resident of the county in which said institution is located of which he is to be steward, matrons, physicians, one of which may be a female, and other needed officers, and may remove such appointees at pleasure. They shall fix the compensation of each, not exceeding the maximum prescribed by law. Either of the officers named in this [section] may be suspended by the superintendent; he to report the fact and his reasons therefor immediately to the board of trustees.

SEC. 641. Boards may require of any subordinate officer or employe a bond to the state, in such sum, upon such conditions, and with such sureties, as may be approved by the board.

SEC. 643. Whenever, in the opinion of any board of trustees, the interest of the state, and of the institution under their charge, will be subserved thereby, said board shall advertise for sealed bids to furnish at the institution any article or articles needed for its use, at such times and in such quantities as the superintendent may, from time to time, direct, each bid to be accompanied with a bond in such amount as the board shall direct, with good and sufficient surety that the bidder, if the contract is awarded to him, will faithfully fulfill and perform the contract on his part. All such contracts shall be awarded to the lowest bidder, and all provisions and supplies thus furnished shall be of good and wholesome quality, or the same may be rejected by the superintendent. The board shall in all cases reserve the right to reject all bids, and may advertise or direct the purchase of such article or articles by private contract under such rules and regulations as they may prescribe.

SEC. 644. Each institution shall be visited monthly by at least two of the trustees thereof, and thoroughly examined in all parts, including the examination and approval of accounts and balance sheets of the financial officer of the institution, also the examination and approval of the estimate made by the financial officer of such institution, at which meeting there shall be drawn up and placed on record a detailed statement of the condition of the institution, which record shall be subject to the order of the general assembly, and shall at all times be open to the inspection of the committees of the legislature on benevolent institutions. [Amended April 5, 1894. 91 Vol. page 122 L. of O.]

SEC. 645. The board of trustees of each institution shall, annually, after the close of the fiscal year, make to the governor a report of their proceedings during the year, accompanied by a report from the superintendent, and such others employed in the institution as the trustees may deem important, and of the condition, progress and wants of the institution, together with an exhibit showing the balances of money at last settlement, under each head as appropriated, in the hands of the financial officer, and the amount on hand in the state treasury, and the amount appropriated for each different fund during the fiscal year, with a detailed exhibit of all expenditures, giving the total quantity and the total expenditure of each item purchased during the fiscal year, under the head of the different funds, and at the close of the fiscal year to show the balance of money in the hands of the financial officer, subject to his draft in the hands of any person, and to what fund the balance belongs, and the amount in state treasury, and to what fund. Said report shall also contain a full list of all persons employed therein, and for what purposes and amount paid to, or terms upon which said persons have been employed during the year, and a complete statement of all liabilities, if any, that are unpaid, with the amount of each bill, when incurred, and to whom it is due. Such report shall further contain a summary statement of all contracts entered into during the year, the names of all persons interested in such contracts; and should there be any donations or bequests, to show the amount received, amount expended, if any, with the balance on hand. And on the 15th day of February of each and every year, they shall submit to the general assembly an exhibit of the balance of money in the hands of their financial officer, and to what fund said balance belongs, and the amount in the state treasury, under the several different funds, with a detailed statement of all outstanding warrants issued, with all other liabilities, if any, that are unpaid, with the amount of each bill, when incurred, and for what purpose and to whom it is due.

SEC. 646. Special meetings of any board of trustees may be had on the call of the president thereof, of such meeting; each member shall have three days' notice in writing, together with a summary statement of the purpose for which such meeting is called. [S. & C. 841.]

SEC. 647. Superintendents shall be persons of acknowledged skill, ability and experience in their profession, and of good moral character. They shall have control of the affairs of their respective institutions in all their departments, and shall be responsible to the trustees for the efficient management thereof, and for the faithful service of all persons employed therein. They may appoint such teachers, attendants, nurses, servants or other persons, as may be necessary for the proper management of the institution, assign them to their respective places and duties, and may at any time discharge them from service, keeping a record of the

reasons for such discharge. Such appointees shall, however, be subject to discharge by the board. The superintendent of the institution for the deaf and dumb shall have power, by virtue of his office, to solemnize marriages.

SEC. 648. The steward or other financial officer of each institution, before entering upon the discharge of his duties, shall give bond to the state of Ohio in the sum of ten thousand dollars, with sureties to the satisfaction of the board of trustees, conditioned that he will faithfully and honestly perform the duties of his office, and pay over and account for all moneys and property which may come into his hands by virtue of his office, belonging to the state or to any other person, which bond shall be filed in the office of the treasurer of the state. The bond given by the said financial officer may be increased at the discretion of and by a vote of the majority of the board.

SEC. 649. Under the direction of the superintendent, the financial officer of each institution shall purchase all supplies, upon the best possible terms, and lowest cash value. But before making such purchase, he shall submit to the board of trustees at their monthly meeting, a detailed estimate showing the requirements of the institution for the following month. Such statement must show the approximate amounts necessary to be expended by such financial officer in his department, for which money has been appropriated by the general assembly, and the special purpose for which it is to be used, including the cost, as nearly as can be determined, of the articles to be purchased or repairs to be made. Before such estimate shall be submitted to such board, it shall be approved by the superintendent of each institution, signed by him and the financial officer thereof. He shall also see that the grounds, buildings, and all other property belonging to the state are properly preserved and kept in order, and shall perform such other duties as are assigned him by the superintendent. [Amended April 13, 1894. Vol. 91, page 140, L. of O.]

SEC. 650. The financial officer named in the preceding section, except as otherwise provided by law, shall keep an account, in detail in proper books, which shall, at all times, be open to the inspection of the superintendent and trustees, and these books shall be correctly balanced on the fifteenth day of each month, and closed at the end of the fiscal year, corresponding with the fiscal year of the state. There shall be prepared and submitted for the inspection of the superintendent and trustees on the fifteenth day of each month, a monthly statement, taken from the books of said financial officer, which monthly statement shall show:

FIRST—The unexpended balance of all moneys heretofore received by said financial officer from all sources, and remaining in his hands or subject to his control, with the amount to the credit of each appropriation or fund, at close of business on the fifteenth day of the preceding month.

SECOND—All moneys received by said financial officer during the month, from any source whatever, except such as are received from the state treasury, designating specifically from what source received and to what fund credited.

THIRD—All moneys received from the state treasury, upon warrants of the auditor of state, during the month, and the amount upon each appropriation.

FOURTH—A detailed statement of all disbursements made by him during the preceding month, with the name of each payee, the amount paid, the service rendered, or the article furnished, and the price paid for

each. Said detailed statements of disbursements shall set forth, so far as the same have been paid, the pay rolls, estimates and bills of purchase in the same numerical order as fixed in any former monthly schedule, as is provided in clause sixth of this section.

FIFTH—He shall submit, with said monthly statement, the original pay rolls, estimates and bills of purchase, for all disbursements which have been made by him since the last preceding meeting of the board of trustees, which payment shall be evidenced by the signature of the persons to whom the payments are due, or their authorized representatives, written upon the original pay rolls, estimates and bills of purchase, and after being carefully folded shall have indorsed on each, the word "paid," with the day, month and year of payment.

SIXTH—He shall submit, with said monthly statement, a complete schedule of all accounts contracted for such institution, for whatever purpose, together with the original pay rolls, estimates, and bills of purchase that are due and unpaid, which pay rolls, estimates, and bills of purchase, or so much of them as shall be found to be correct, shall be indorsed "approved" by a majority of the board of trustees, and numbered consecutively (which numbering shall commence at the beginning of each fiscal year, and continue until its close) and when paid, shall become vouchers by such numbers. Said financial officer shall also, at the time of making the monthly statement in the manner and form herein provided, make a statement for the information of the board of trustees, showing the balance of each appropriation made for such institution remaining in the state treasury at the close of business on the fifteenth day of the preceding month, and the amount drawn from each during the current month and the balance to the credit of each remaining in the state treasury, at the date of making said monthly statement. After said monthly statement, made in the manner and form herein provided, has been indorsed, and approved by the superintendent and majority of the trustees, the financial officer shall at once record the same in a book prepared for that purpose, file the original bills of purchase, estimates, pay rolls, and vouchers pertaining thereto in the office of the board of trustees, and the said monthly statement, with his oath indorsed thereon, that it is a full, true and correct account of his stewardship for the preceding month, according to the best of his knowledge and belief, and that the same has been recorded, shall be by him, within ten days thereafter, filed in the office of the auditor of state.

SEC. 650a. The auditor of state shall set apart from the appropriations made for current expenses of the benevolent and reformatory institutions of the state a sum not exceeding three per centum of the amount appropriated for the current expenses for each institution, for the fiscal year, to be designated as a "contingent expense fund," and shall issue his warrants upon the treasurer of state, monthly, in favor of the financial officer, on requisition approved by the superintendent, and a majority of the board of trustees, for one-twelfth the amount so set apart, and said sum so received shall be used for the payment of amounts due on employes discharged, and for payment of small bills on account of purchase of articles necessary between the meetings of the trustees; and the financial officer shall, at the close of each month, submit for the inspection and approval of the board of trustees, a detailed statement of the disbursements made under this section, together with the original bills of purchase and pay rolls of employes; and if found correct, said board of trustees shall approve the same, and thereupon they are authorized to

approve a requisition in favor of said financial officer for another monthly installment, and in the annual report of the trustees shall be included the receipts and disbursements and balances on hand on account of said contingent current expense fund. [79 v. 32, 34.]

SEC. 652. Matrons, under the direction of superintendents, and not otherwise, shall have the general supervision of the domestic arrangements of their institutions, and do all they can for the comfort and welfare of their inmates.

SEC. 653. Superintendents, stewards, and matrons shall reside in and devote their entire time to the interests of the institution with which they are connected.

SEC. 654. The board of trustees provided for in this title, or a majority of them, shall, at their monthly meetings, after having approved the monthly statements of the financial officer, as provided in section six hundred and fifty, issue their requisitions on the auditor of state in favor of said financial officer for a sufficient amount or amounts to pay the unpaid bills, pay rolls, and estimates which have been approved by said board at said meetings, as required in section six hundred and fifty. Said requisitions to be signed by the superintendent and a majority of the board of trustees, and to specifically state upon what appropriations and for what amount drawn. The auditor of state shall compare said requisitions with the schedule of unpaid bills, pay rolls, and estimates, as exhibited in said monthly statement, and if he finds the same correct, shall issue his warrants on the treasurer of state in favor of said financial officer for said amounts, if there be sufficient balances to the credit of the several appropriations to pay the same.

SEC. 675a. The governor shall appoint a board of visitors for the soldiers' and sailors' orphans' home, which will consist of five women, whose term of service shall be five years; except that for the first appointment, one shall be appointed for one year, one for two years, one for three years, one for four years, and one for five years, and until their successors are appointed. The members of this board shall receive no compensation for their services, but shall be paid their necessary expenses by the state treasurer, on the warrant of the auditor of state, issued upon the certificate of the president of the board. The governor, on good cause, may remove any of said visitors, and fill any vacancy of said board.

SEC. 675b. Before entering upon the discharge of their duties, the members of said board shall organize by electing a president and secretary, who shall be of their number. It shall be the duty of said board to visit the home at least twice a year, and oftener, if in their judgment necessary, and advise with the board of trustees and board of state charities as to the interests of the home, and make such recommendations, in writing, as they may deem necessary, addressed to the president of the board of trustees, and a duplicate shall by said board of visitors be sent to the president of the board of state charities.

SEC. 676. The trustees are authorized and required to receive into the home, under such rules and regulations as they adopt, the children and orphans residing in Ohio of such soldiers and sailors who have died or may hereafter die by reasons of wounds received or disease contracted while serving in the military or naval forces of the United States, that are found to be destitute of the means of support and education; and the children also of permanently disabled or indigent soldiers and sailors of said service found destitute as aforesaid; and all children admitted shall be supported and educated until they are sixteen years of age, unless for

good cause sooner discharged. The board of trustees may, however, retain such children until they arrive at the age of eighteen years and also retain all children who are members of the graduating class until the close of that school year. [As amended March 29, 1900.] (91 v. 217; 84 v. 40; Rev. Stat., 1880; 76 v. 171, § 3.)

SEC. 677. The board shall, in the admission of children, observe the rules prescribed in the foregoing section; and every county shall be entitled to its proportion, according to population, of the whole number that the home will accommodate, and no county is permitted hereafter to have admitted into the home an excess over its proportion, unless some of the counties refuse or neglect to make application within a reasonable time to have their quota filled.

SEC. 678. The trustees shall afford to all pupils under their charge such literary, technical, industrial and art education as can be made accessible for them. The trustees shall have power to establish schools for the purpose of education, and shall also establish and maintain within the grounds of the home, shops wherein suitable trades may be taught and practiced in a thorough and comprehensive manner, and under their regulation the superintendent shall have power to employ the proper persons to teach the pupils under their charge, and dismiss such instructors for cause.

SEC. 679. The trustees, and, under their regulation, the superintendent, shall have power to purchase books, materials, tools and machinery necessary to carry out the said purposes, and to dispose of the productions of the pupils to the best advantage of the institution, accounting for the proceeds and expenditures in their annual report; and the trustees may, when, in their opinion, the best interests of any inmates would be subserved thereby, secure homes for any of them in private families upon such terms as they may agree upon, reserving the right to replace such children in the home if they shall deem it for their best interests.

SEC. 680. Those pupils working inside the institution shall be entitled on their discharge, to the net earnings during the two years previous, to be approximated by the trustees, and, under their regulations by the superintendent; the pupils shall have the right to select for themselves such trade or occupation as they may wish to engage in, but every pupil, male or female, remaining in the institution after having completed his or her fourteenth year, except in cases of debility or ill health, must devote himself or herself for part of his or her remaining time to the learning of one of the occupations provided for, and when the pupils are discharged, the trustees, through the superintendent, shall, so far as practicable, keep in communication with the pupils, to enable them to report to the governor and general assembly in regard to these children of the state.

SEC. 692. The board of trustees shall, on the nomination of the superintendent, appoint a clerk for the institution, who shall hold his office at the pleasure of the board. Such clerk shall, before entering upon his duties, enter into a bond to the state, with at least two good and sufficient sureties, to be approved by the attorney-general, in the sum of five thousand dollars, conditioned that he will faithfully and honestly perform the duties of his office, which duties shall be prescribed by the board of trustees, and pay over and account for all moneys and property that shall come into his hands by reason of his said office, belonging to the state, or to any other person, which bond, with his oath of office indorsed thereon, shall be filed in the office of the governor.

SEC. 694. Any trustee, superintendent, clerk, physician, or matron, who shall conceal or convert to his or her own use, any money or other property of a value of thirty-five dollars, belonging to said institution, or belonging to the state, or who shall cheat, or attempt to cheat, or collude with any person, to cheat or defraud such institution, or the state in any manner whatever, shall be deemed guilty of a misdemeanor, and, on conviction thereof, shall be imprisoned in the penitentiary, and kept at hard labor not more than ten years nor less than one year; and any trustee, superintendent, clerk, physician, or matron, who shall be directly or indirectly interested in any contract for the purchase of any building material or article of furniture, supply, provisions for the use of said institution, or for any building or improvement, shall, on conviction thereof, be punished by imprisonment in the penitentiary at hard labor not less than one nor more than ten years.

SEC. 695. The superintendent shall receive as compensation for his said services the sum of twelve hundred dollars a year; the clerk, five hundred dollars a year; the matron, four hundred dollars a year; the physician, who shall be required to reside in the institution, and to devote his whole time to the professional care of its inmates, twelve hundred dollars a year; the matrons of cottages, thirty dollars per month; superintendent of instruction, nine hundred dollars a year; school teachers, thirty dollars per month; seamstresses, fourteen dollars per month; tailoresses, twenty dollars per month; said salaries shall be paid by the superintendent in monthly installments, and receipts taken, and the several amounts carried into the monthly accounts of the superintendent.

SEC. 696. The curriculum of the studies of the home of those having passed the thirteenth year, shall be such as to assist them most effectively in their future pursuits. The division and assignment into schools and classes shall be so regulated that the pupils may have the benefit of instruction in approved literary branches, at such hours as would appear to be most practicable, whether given in evening schools, half-time schools or in schools during certain seasons only.

SEC. 697. Whatever branches of industry the trustees may find it proper to introduce, shall be taught and practiced in such a thorough and comprehensive manner, that the soldiers' and sailors' orphans' home shall be considered as a model school for these particular branches; and said board of trustees shall have power to make all necessary arrangements to carry into effect the purposes of this chapter.

SEC. 1295. The salaries herein fixed for the officers and employes of the benevolent institutions are maximum salaries, and the trustees thereof may fix such salaries at any sum not exceeding the amounts named.

(6826) SEC. 1. Whoever abducts a girl who is an inmate of the girls' industrial home, or a girl or boy from the Ohio soldiers' and sailors' orphans' home, or boys' industrial school, shall be imprisoned in the penitentiary not more than five years nor less than one year.

(6827) SEC. 2. Whoever persuades, induces or attempts to entice a girl who is an inmate of the girls' industrial home, or a girl or boy of the Ohio soldiers' and sailors' orphans' home, or a boy who is an inmate of the boys' industrial school, to escape therefrom, shall be fined not more than one hundred nor less than twenty dollars.

(6827a) SEC. 3. Whoever trespasses, idles, lounges or loiters upon the grounds of the girls' industrial home, or upon the grounds of the Ohio soldiers' and sailors' orphans' home, or upon the grounds of the boys' industrial

school, or communicates, or attempts to communicate, by signals, signs, writing or otherwise, with the inmates of said homes, or conveys or assists in any way in establishing communications between the inmates of said homes and any person or persons outside of said institutions, except as authorized by the rules and regulations of its board of trustees, shall be fined not more than ten dollars, or imprisoned not more than ten days, or both, at the discretion of the court. [As amended March 26, 1902.]

(8526-4) SEC. 1. *Be it enacted by the General Assembly of the State of Ohio*, That it shall be the duty of the superintendent of the soldiers' and sailors' orphans' home, located at Xenia, Ohio, four weeks before each child that has been admitted or may hereafter be admitted there, arrives at the age of sixteen years, to ascertain what, if any, trade said pupil has learned while at the home, and what trade or business each of said pupils so arriving at the age of sixteen, desires in the future to engage in; thereupon said superintendent shall forthwith cause a notice to be published in two newspapers printed and of general circulation in the state, one of which shall be published in the county which said pupil was sent from, that said pupil desires a situation in the business, as the case may be, and desires a home in a respectable family, and compensation to be paid such pupil as the employer may agree upon with said pupil and the superintendent; the said superintendent shall answer all communications and inquiries relating to the securing a respectable home and employment for said pupil, and keep a record thereof, which shall be kept open to public inspection. Said superintendent shall keep an account of expenses made necessary by the provisions of this act.

(8526-5) SEC. 2. It shall be the duty of the superintendent to make out a full report every thirty days to the board of directors of said soldiers' and sailors' orphans' home, and it shall be their duty to examine said report, together with all vouchers, and if the same is found to be correct, the said board shall order the same to be paid out of the appropriation made by the state for said institution. [See chapter 8, title 5, part 1, §§ 675-697.]

8526-7) SEC. 1. *Be it enacted by the General Assembly of the State of Ohio*, That the trustees of the soldiers' and sailors' orphans' home are hereby authorized to contract at a rate per capita not to exceed the current expense cost of supporting the children at the Xenia home, with the proper officers of any of the childrens' homes authorized by the laws of Ohio, in this state, for the support of such children as are by existing laws entitled to admission to the Xenia home; and the trustees, in providing for such children under the provisions of this act, shall provide in all such contracts for having the right to visit and examine into the condition and treatment of said children in such homes. [Passed March 21, 1887: 84 v. 174.]

Sec. 1. *Be it enacted by the General Assembly of the State of Ohio*, That not more than ten per cent. of the officers and employes of any of the public institutions of this state, which are controlled exclusively by the state, shall, at the time of their appointment or employment, be residents of the same county; and all appointments or employments hereafter made in contravention of this section, are hereby inoperative and void from and after the passage of this act, and hereafter such appointments and employments in the aggregate shall be so made as to equitably distribute all such employes and appointees throughout the state. (S. B. No. 212, vol. 88, page 73, O. L. Passed March 4, 1891.)

RULES OF THE HOME.

In promulgating the appended regulations for the guidance of officers and employes of this Home, the board takes occasion to say:

It is not, of course, expected that these rules alone, nor indeed chiefly will be the guides of action. The board relies mainly upon the honor and sense of right, propriety and duty of officers and employes themselves as assistants in administering a great public trust, for faithful and exemplary service and conduct. Not upon one alone, but upon all connected with the government and conduct of the institution, is dependence placed for its efficient and successful administration; and the hearty cooperation of every one for the accomplishment of this end is relied upon.

None will be knowingly employed or continued in service whose fitness or conduct will tend to make such reliance and confidence, as to him, of questionable expedience; and none will be discharged capriciously or without cause.

1. The superintendent is responsible for the proper use, care and disposition of the property pertaining to the Home, and for due administration of its affairs.

2. Teachers, matrons and heads of departments, though subject to the supervision of the superintendent, are held accountable for the efficient and proper performance of duties immediately devolving upon them respectively. They are clothed with the necessary authority, and requested to maintain proper order and discipline among the pupils under their care, and their assistants are subject to their directions.

3. The head of each industrial department shall keep an account with each pupil therein over fourteen years of age, crediting him each day with cash value of his work, and docking or charging him for delinquencies as seems proper. He shall see that the industry conducted by him is taught and practiced in so thorough and comprehensive a manner as that each pupil shall, as far as possible, obtain a practical knowledge of the same in all parts. He shall be at his post of duty at the beginning of business hours, preserve proper order among, and secure application of his pupils and, in short, shall strive to make such department, in the language of the law, "a model school for teaching such industry."

4. Requisitions for supply orders and requests involving outlays of money, or a departure from the ordinary daily routine business, must be made in writing to the superintendent.

5. Friendly relations should be cultivated among all connected with the institution, and altercations are forbidden.

6. Any fact prejudicial to the moral character or standing of any officer or employe, coming to the knowledge of another, should be forthwith communicated to the superintendent or some member of the board; but espionage, tattling and talebearing are forbidden.

7. No officer or employe will make any distinction in the treatment of the children of the Home on account of the cottage, room, office or shop to which they may belong, but will act towards them as though they all belong to the same cottage or family. Nor will any matron, teacher or employe make any difference in the general treatment of the children on account of any offense committed.

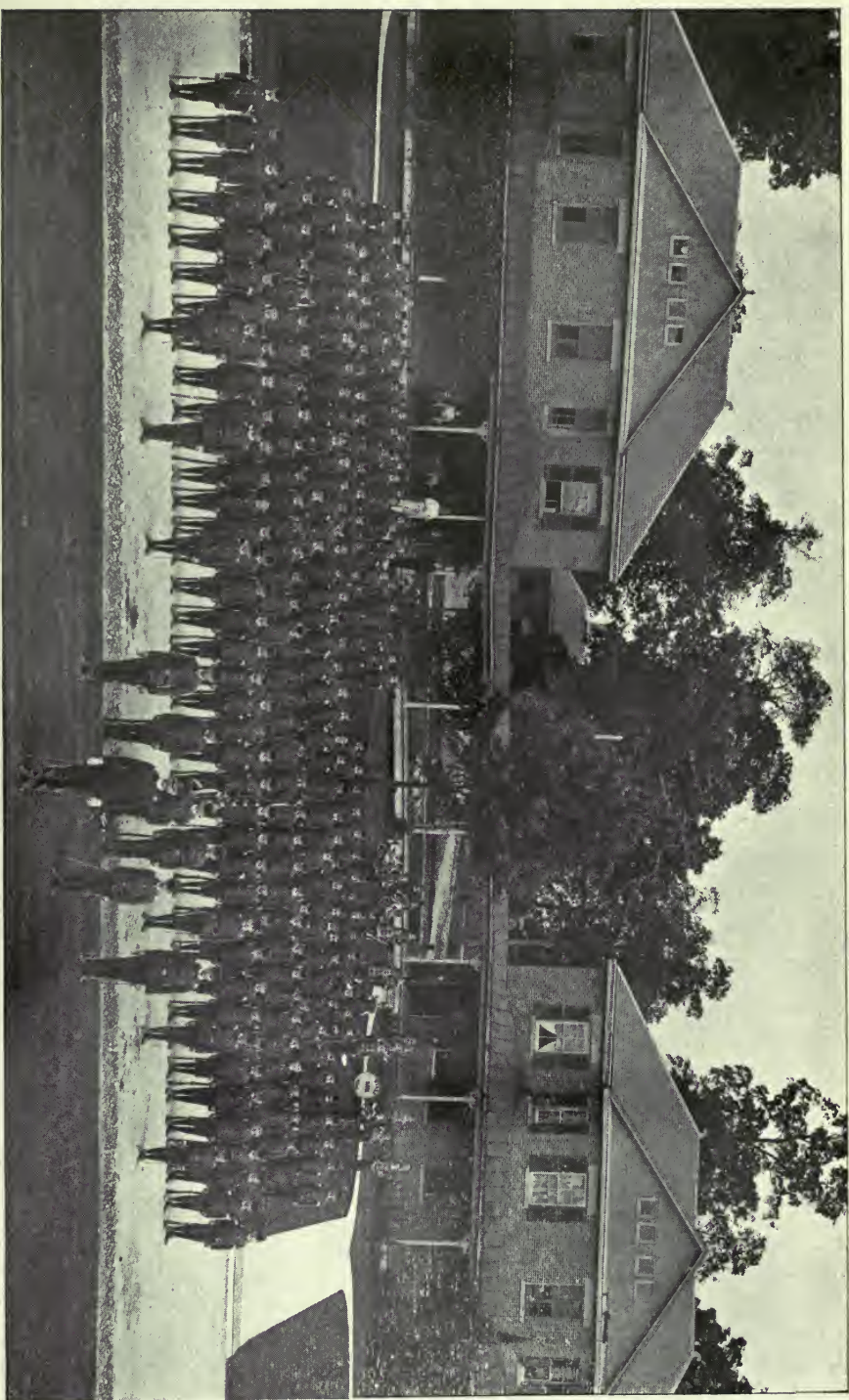
8. Every officer and employe shall report to the proper person (matron, teacher or head of department) any misdemeanor or irregularity



MILITARY ESCORT OF MEMORIAL DAY PROCESSION.



FLOWER DETAIL OF MEMORIAL DAY PROCESSION.



HOME CADET BATTALION AND BAND.

on the part of the children coming to their knowledge, and such information or suggestion must be given and received in the kindest spirit.

9. Under no circumstances will any officer or employe having charge of or coming in contact with the children, apply to them any language or epithet calculated to humiliate or degrade them.

10. Matrons shall give special attention to the condition of the children's clothing and see that it is kept clean and in repair. On Sundays and holidays the children shall wear their best suits.

11. Especial care must be devoted to teaching the girls in all the household duties, especially to the sewing done in the cottages.

12. Matrons shall give supervision in all work performed in the cottages by the children, and all duties, when completed, must be reported to the matrons and inspected by them.

13. The children shall not be addressed by their last names alone or by any nicknames, or false names. Correct use of words and language should always be encouraged.

14. Corporal punishment should be resorted to only when all other remedies have failed, and when necessary, no artificial instrument or cruel means shall be employed. In all cases the punishment inflicted and the reasons therefor shall be reported to the superintendent, and by him to the board of trustees, and the superintendent shall also report to the trustees all cases of corporal punishment inflicted by him. No child shall be deprived of its meals or regular hours of rest, for any offense whatever. Any child under penalty to remain in his or her cottage during play hours for a certain period, shall be entitled to the liberties enjoyed by the other children on the intervening holidays and Sundays.

No corporal punishment of boys shall be inflicted except in the presence of the superintendent, and no corporal punishment of girls except in the presence of the matron of the Home. No corporal punishment shall be inflicted by heads of departments, except in the presence, by the consent, and under the personal direction of the superintendent.

15. Cottage matrons will accompany their children to all chapel exercises, unless excused by the superintendent, in which case substitutes will be furnished.

16. A discreet use of language in the presence of the children must be observed. No rough expressions or slang phrases will be tolerated, and all persons having children under their control will endeavor to instruct them in the common rules of etiquette. Matrons should frequently engage in conversation with the children on general topics, and correct them in the use of language.

17. Matrons, teachers and others having charge of the children must give attention to their hygienic training, such as the manner of sitting, standing, walking, manner and time of studying, etc.

18. No case of discipline must be referred to the superintendent unless beyond the control of the matron, and, when referred, the case must be fully stated.

19. Matrons must exercise a general supervision over the children while on the play ground.

20. At roll call the matrons will appear at the front of their respective cottages and require prompt compliance on the part of their children.

21. Special entertainments in the cottages should be encouraged, to which entire cottages will be invited. By special permission, invitations may be made promiscuously.

22. Ladies may receive gentlemen in the public parlors, which will

be open to public use until ten o'clock p. m., each day, under the supervision of the superintendent.

23. Matrons must be thoroughly conversant with the business affairs of the cottages, and not intrust them to their children. It is well to have them assist in keeping accounts, making out lists, marking clothing, etc., but their work should have careful supervision.

24. No sewing will be allowed in the cottages, except such as is required for the children and the individual wearing apparel of the matron.

25. Entertainments for amusement and social culture will be provided for in the administration building as often as twice a month, to which all persons employed in the Home are alike entitled and invited to attend.

26. Three weeks leave of absence on regular pay will be granted to the cottage matrons during the summer vacation. Any absence beyond this will forfeit pay for the time, and must not, in any case, exceed one additional week.

27. During the school year, two weeks' leave of absence, without loss of pay, will be granted to the principal and teachers in the schools.

28. Absence from duty during working or school hours will be granted in cases of urgency, by the superintendent, or in his absence, by the matron.

29. In all cases of sickness or death of relatives, or friends, reasonable leave of absence, without pay, will be granted, and employes off duty from other cases will have their pay deducted.

30. On Thanksgiving and Christmas, and on other occasions of entertainments given for the benefit of the children, all officers and employes will be required to assist, by their presence and labor, in making such occasions interesting and profitable.

31. All persons residing at the institution are expected to be in their rooms by 10 o'clock p. m. (at which hour the building ordinarily will be closed) and lights out at 10:30.

32. There should be a general and cordial cooperation on the part of heads of departments, matrons, teachers and others to secure the greatest advancement in work assigned to each.

33. Proper attention and courtesy on the part of all officers and employes must be extended to persons visiting the institution.

34. A ready and cheerful compliance with all orders and regulations is expected of officers and employes. Wilful violations will subject offenders to forfeiture of positions. Where a departure is necessary in any instance the superintendent must be notified without unnecessary delay.

35. A general attendance of all the employes of the Home upon the regular Sunday services in the chapel is solicited, as an encouragement to the children.

36. The phrase "officers and employes" in the foregoing includes all persons employed in the Home in any capacity, and the masculine includes the feminine gender when the sense admits of it.

37. Superintendents, stewards and matrons shall reside in and devote their entire time to the interests of the institution with which they are connected. (§ 653, R. S.)

38. When any cottage or department shall be in need of any goods, the manager or head thereof shall make a written request therefor to the

superintendent upon blanks to be furnished for the purpose, specifying the kind and quantity of the articles needed.

39. On receipt of such request the superintendent shall examine the same and determine upon the propriety of complying therewith. If he deem it proper to supply such goods, or any part thereof, he shall issue his written order therefor to the storekeeper or any other person having charge thereof, if in the stock at the Home; if not in stock, he shall direct in writing the financial officer upon a blank provided for the purpose, to purchase the same, indicating to whom delivery shall be made.

40. The financial officer shall thereupon purchase such goods where they can be purchased to the best advantage for the Home, and deliver the same, as requested by the order. When the goods are delivered at the Home he shall check the same off from the invoice. When they (including live stock) are purchased by weight or measurement, he shall see, by actually weighing or measuring, that the quantity bought is delivered. And no bill shall be by him audited for payment until the goods (or stock) shall have been delivered and the delivery ascertained as aforesaid. On the purchase and delivery of goods he shall note the fact upon the proper order and notify the superintendent.

41. All such requests and orders for goods shall be filed by the officer or person receiving the same, and carefully preserved in his office. And no goods shall be purchased or provided, except as provided in the foregoing rules.

42. The superintendent shall cause a careful invoice to be made of all the property belonging to the Home in each cottage and department on the first day of March, the first day of June, the first day of September and the first day of December, each year, by the person in charge thereof, so far as practicable. The invoices so made shall be by him filed and preserved in his office.

43. Each cottage and department, so far as practicable, shall be charged with the property invoiced to or received by it during the quarter and shall be credited with all articles and goods taken therefrom by outgoing children or otherwise lawfully. The superintendent shall see that the accounts are so kept as to show the amount of property at any time on hand in each cottage or department, so far as practicable, and to aid in this work he is authorized to command the services of the librarian or any other officer or employe of the Home.

44. The superintendent shall present a written report at each regular monthly meeting of the board of trustees, showing the condition of the institution, materially, socially and personally; calling attention to any neglect or omission of duty on the part of officers and employes; and any changes that have occurred and the reasons therefor, and shall name therein such persons as he may desire appointed to positions in the institution, and such other information as should be brought to the knowledge of the board of trustees.

45. Visitors are not to be invited without special permission from the superintendent or matron, and will be entertained one day and one night only except by previous arrangement.

46. The superintendent is directed to forbid visiting the Home on Sunday, except to attend religious exercises.

47. No child of the Home shall be detailed, or otherwise required to do personal service for any officer or employe of the institution.

48. No person employed in any capacity at the Home, will be allowed to be absent from the grounds, without first notifying the superintendent or matron and securing their approval.

Report of the Board of Trustees.

OHIO SOLDIERS' AND SAILORS' ORPHANS' HOME,
XENIA, OHIO, *November 15, 1902.*

To the HON. GEORGE K. NASH, Governor of Ohio:

As required by law the Board of Trustees of the Ohio Soldiers' and Sailors' Orphans' Home make to you the 33rd annual report of their proceedings, for the fiscal year ending November 15, 1902.

At the close of the last year we were in the midst of the construction of a steel water tower to take the place of the old brick tower that had collapsed during the year. The Gem City Boiler Co., of Dayton, Ohio, was under contract to complete the tower by the 5th day of December, 1901. The tower, however, was not completed until the 19th day of July, 1902. In our contract with the company there was a provision that the company should forfeit the sum of \$25.00 per day for each and every day the work was delayed, to be deducted from the contract price unless the delay should be caused by unavoidable accident. The inadequate means of ascertaining the damages usually resulting from the breach of such contracts was a sufficient justification to the Board in fixing a given penalty as liquidated damages in order to avoid all difficulty in determining the amount to be deducted in case the company failed to perform its obligations. In making settlement with the company the Board, however, decided to give the contract the most liberal construction warranted under the circumstances and treated the penalty in the contract as a provision to secure the actual loss sustained by reason of the failure of the company to perform its promise.

Many reasons were urged by the company for what the Board of Trustees considered an unreasonable delay, such as their inability to secure railroad facilities in the transportation of necessary materials, delay caused by the fault of the American Bridge Co. in completing the structural portion of the tower, the incomplete plans of the architect and mistakes made by him as supervisor of construction, etc. The Board of Trustees were satisfied that none of the parties were entirely free from blame, but the matter was finally adjusted with the Gem City Boiler Co., as follows:

Amount of contract price.....	\$4,986 00
Amount of contract price for extra work.	250 00
Total	\$5,236 00
Amount deducted for actual loss by delay in completing contract.....	500 00
Amount due Gem City Boiler Company	\$4736 00

This amount was accepted by the company in full settlement, and a proper voucher therefore was given by the company duly receipted on the 22nd of August, 1902.

Under our contract with the architect and supervisor of construction we were under obligations to pay him \$300.00 for superintending the construction of the water tower and also a reasonable sum for plans and specifications furnished by him. For his services he presented to the Board of Trustees a bill which the Board at its June meeting rejected. He was allowed and paid for plans and specifications and as superintendent of construction the sum of \$500.00, which the Board considered under the circumstances a liberal and fair allowance for the character of the services rendered. After much vexation and delay, we succeeded in securing a water tower that, by competent engineers, is pronounced a "first-class job."

The contracts entered into by us during the year, a summary statement of which we are required to include in our annual report, are as follows:

1. Contract with E. T. Thornhill, for carrying the mail from September 1, 1902, to September 1, 1903, at \$25.00 per month. The fare for carrying Home employes to be five cents per single trip between the Home and Xenia, Ohio, and all packages for the Home to be carried free of charge.

2. Charles N. Thornhill, furnishing best Jackson County run of the mine steam coal, at \$2.40 per ton, all to be delivered in the coal bins on the Home grounds from time to time as needed. Contract from September 1, 1902, to September 1, 1903.

3. The Gem City Boiler Co., Dayton, Ohio, extra bracing for water tower, \$250.00.

4. Knowles Steam Pump Works, sewer pump, \$633.60.

The 75th General Assembly at its regular session made an appropriation of \$32,000.00 for "boilers and hot water system and rebuilding and repairing bath-houses." The price of material, after the estimates for these improvements were made and since the appropriation, has increased to such an extent the appropriation is not sufficient to provide for heating the entire plant, and the Board have under consideration the question of plans and specifications with the view of making the appropriation available, which they will submit at an early date to the Governor, Auditor of State and Secretary of State for their consid-

eration. The General Assembly likewise made an appropriation of \$12,000.00 "for armory and amusement hall," which is not available until the coming year. The Board have asked for submission of plans, specifications, estimates, etc., from architects with the view of ascertaining whether a suitable and desirable building for the purpose can be erected for the amount appropriated, but have been unable so far to secure a suitable plan for such a building, the cost of which will come within the appropriation. So soon as such a plan can be secured it will be submitted to the proper authorities for approval.

We very much regret that the legislature did not give us an appropriation for a library building. The amount of money required for the erection of such a building could not be more advantageously invested. We heartily endorse what our librarian says on this subject in her report.

We are also cramped for room for our employees. If we had a suitable building for the purpose of furnishing all our employees with rooms we would not be compelled to rely upon Xenia for so much assistance in the laundry, dining rooms and kitchen. It would be much more desirable and we think in the interest of economy if we could avoid so much going and coming to and from the city of Xenia by securing a greater number of such employees from other parts of the state.

In compliance with the statutes we forward herewith the report of the superintendent, C. L. Young, and we refer to and adopt the report of the financial officer, O. C. Baker, for the financial exhibits required by law to be included in our report. We also attach the reports of heads of departments. We have not summarized these reports or abridged them, for the reason that we do our own printing. In fact, we include much matter in our annual report for the reason that it is convenient for reference, that could be dispensed with, but the printing costs nothing and furnishes suitable practice for our boys in the printing department. We are not unmindful of the feeling generally that these reports should be abridged. This is true so far as the general public is concerned, but those who wish to inquire into the details of the management of the several departments will find these facts more fully stated in the subordinate reports as we present them. We call attention to them not in a formal way, but for the purpose of directing those who wish detailed information to that portion of our report in which it may be found.

We highly commend the zeal and energy of our able financial officer in his efforts to systematize the method of purchasing supplies by competitive bidding. The Board desire to sustain him in giving this method a thorough trial. We have but one purpose in view and that is to second his efforts in purchasing supplies for the institution of the best quality and at the most reasonable prices, by giving every person a fair opportunity to compete, and we hope this system will prove suc-

successful and satisfactory to all concerned. We believe, however, that the financial officer, even under this system, should have reasonable discretion by which he will be able to protect the institution against a combination of bidders.

As containing matter of interest and showing advancement in our educational department, including the schools of domestic economy, we refer to the interesting and comprehensive report of the superintendent of schools, Prof. T. A. Edwards.

We also call attention to the report of our physician, from which it will be seen, on comparing this with the reports of former years, that we have a much larger percentage of children afflicted with various ills than we had in the earlier history of the Home, and the medical department has become one of great responsibility. Our former physician, Dr. Messenger, who made a brilliant and able record, to which the Board have heretofore borne ample testimony, resigned his position to take effect September 1st, for the purpose of entering into the general practice of his chosen profession. The Board after the most careful and impartial consideration of the claims and qualifications of the various applicants, elected Dr. Warren C. Hewitt, of Woodstock, as his successor. Dr. Hewitt is a physician of recognized attainments in his profession and is familiar with modern methods of hospital administration. From the conscientious and vigorous manner in which he has taken hold of his duties we are assured that in his selection the Board have made no mistake.

We note with pleasure the valued services rendered to this institution by our able Board of Visitors, and in accordance with our usual custom we forward herewith their concise and comprehensive annual report.

The usual festivities were held at the Home at Christmas. Memorial day was duly observed, and an able and scholarly address delivered on the occasion by Honorable I. R. Sherwood, an ex-member of the Board of Trustees. The graduating exercises at the annual cooking school commencement and on commencement occasion were highly successful.

Our ex-pupils' reunion was well attended. Our institution must be judged in comparison with other institutions of the state from the results exhibited in the lives of our ex-pupils. We would suffer much in comparison with other institutions if we were judged by magnificent buildings and elegant surroundings, but we point instead to our ex-pupils and the honorable and useful positions held by them with great pride. Some few years ago we published a catalogue similar to the triennial catalogues of educational institutions, and find that about seven thousand pupils have gone out from this Home and are found in the various vocations of life, and we are willing to be judged by our representatives.

It is a pleasant duty to extend our thanks and acknowledgments to the Grand Army of the Republic, the Woman's Relief Corps, the Ladies of the G. A. R., and the Ex-Pupils' Association for their continued interests in the inmates of the Home.

General C. L. Young, Superintendent, and Mrs. Cora Day Young, Matron, have been able and efficient in the discharge of their duties; they have been untiring in their efforts to promote the best interests of the children committed to their charge, and to them and the officers and employes who have faithfully sustained them in the discharge of their great responsibility are extended our grateful acknowledgments.

And we wish to assure Governor Nash that his frequent visits to the Home and other manifestations of interest in its welfare have won for him a warm place in the hearts of our pupils and of all connected with the institution.

Our chief executive is certainly entitled to the thanks of the friends of this institution for his constant vigilance and for insisting on the proper and economical, but at all times liberal, administration of the Ohio Soldiers' and Sailors' Orphans' Home.

JOHN S. JONES,
A. V. RICE,
P. H. DOWLING,
H. C. HOUSTON,
D. Q. MORROW.

Report of the Board of Visitors.

To the Honorable Board of Trustees of the Ohio Soldiers' and Sailors' Orphans' Home:

GENTLEMEN:—The Board of Lady Visitors to the O. S. and S. O. Home have the honor to submit their annual report for the year 1901-1902.

Our Board have together made four visits to the Home, and by committee have been represented at the Christmas festivities, Memorial day, graduating exercises and ex-pupils' reunion.

We have visited the different departments in mechanical, scientific, industrial and educational work, and are pleased to report that we see great advancement in all lines of work, showing that the instructors each department have given their best thought and effort for the advancement of their pupils. With few exceptions, we find the pupils have been in a receptive frame of mind. The few who may not have done so well are doing better now. We find teachers anxious to make their pupils second to none in good work, the matrons striving to make their cottages home-like, cleanly and orderly, and inculcating lessons of neatness and domesticity, giving to the children the home-like feeling they have been deprived of by their loss of home and friends. Especially are we pleased at the advancement of the classes in domestic economy, because it is such a great factor in their future home life.

After a thorough inspection of the Home throughout, we find neatness and system everywhere, and we cannot but commend the heads of all departments.

The splendid health of the inmates of the Home is a fine exemplification of what system has done.

We find the care and oversight of General and Mrs. Young for the wards of Ohio everywhere; their ability showing in many and valuable improvements. To them and the financial officer, Orin C. Baker, we are indebted for many graceful attentions.

To your most honorable Board of Trustees are we greatly indebted for the uniform courtesy extended us in our work.

Respectfully submitted,

MARY PROCTOR WILSON,
MARIE C. JONES,
MARIA S. BICKHAM,
SARAH M. E. BATTELS,
ANNA F. MCNEAL.

Report of the Superintendent of the Home.

XENIA, OHIO, *November 15, 1902.*

To the Honorable Board of Trustees of the Ohio Soldiers' and Sailors' Orphans' Home:

GENTLEMEN:—It is again our esteemed privilege to forward the annual reports of this institution required by the statutes, showing the work accomplished during the past fiscal year. These reports are well worth perusing in detail and to any person interested in educational matters, particularly industries and trades coupled with a graded school system, will be found very interesting exhibits. Our Home schools are fully described in the exhaustive presentation of the superintendent of instruction. All our teachers, both regular and special, have placed on file acceptable school certificates and our schools from the first primary to the fourth year high school, including a school of physics and chemistry, are on a par with any of the graded schools of cities of the state. Quite a number of our teachers have graduated from universities and technical schools. All of our pupils are of school age, and 944 were enrolled during the twelve months, 575 boys and 369 girls. We had according to law 416 in our trades, as detailed elsewhere. During the year 138 children were honorably discharged and 110 received. We are also maintaining with the Outside Support Fund 35 children in the Ashtabula, Delaware, Adams, Champaign and Monroe county homes, and have had 53 children during the year.

There has been a gradual growth of our industries, which the instructors show are constantly utilized and quite up to date in equipment and output, making exact use of the ordinary repairs fund. The school of engineering has developed both in the electrical and mechanical departments. Many appliances have been added this year by the very liberal and intelligent appropriations of the General Assembly of Ohio, through the recommendations of its finance committees, which visited and carefully inspected this Home in all its parts.

Supplementing the new steel water tower, which is now completed, the General Assembly felt our need of a heating plant and generously appropriated \$32,000.00 to enable your Honorable Board to introduce a hot-water system, but as yet, because of the great coal strike and scarcity of iron, figures which will come legally within the estimates have been unobtainable. It is to be hoped that such may be reached before the winter is over.

To be available after February 15, 1902, the General Assembly also ordered to be set aside \$12,000.00 for the erection of a much needed armory and recreation hall, plans for which are to be invited at once. This building is a necessity, especially for our female pupils in physical culture and calisthenics. Our boys always have greater advantages than the girls, but it is the aim of your Board also to send the girls out into the world with healthy bodies as well as minds.

When we remember that this is the first institution in the land, a third of a century ago, to teach *at public expense* trades and literary branches, it is a great gratification to the people of the state of Ohio that the words of the Rev. George A. Thayer, D. D., the chaplain of the Commandery of Ohio, of the Military Order of the Loyal Legion of the United States, do not apply to this Home of the children, residing in Ohio, whose fathers served in the military and naval forces of the United States. As of November 10, 1902, Chaplain Thayer in writing of "What Ought to be Done for the Education of Children's Hands," said:

"Our great factories of shoes and tobacco employ hosts of girls who go from their homes as soon as they can secure any sort of a wage-earning position, and who are utterly ignorant of any first principles of housework, who can not sew, much less darn and patch or decently cook, and yet who in most cases will be mothers of families, where the children, as a result of the material incompetency, are ragged and slovenly, and where in a multitude of cases the husbands find so little that is attractive—such poor food and general neglect—that they betake themselves in sheer desperation to the saloons or desert the family altogether.

"Things will grow worse unless there is an awakening of thought among us with regard to common school instruction as a means, not alone of acquainting children with a few elementary facts of literature, but of fitting them to be sensible householders and parents."

Aiding the schools and discipline is our military department, under a competent military instructor, who has seen service in war time. Only this last month three ex-pupils visited our office, one, now a manager of a manufacturing concern in Pittsburg, who told us that the soldierly training he had received here influenced him to go to Cuba, in 1898, where he served and was wounded as a member of the 10th U. S. Infantry. The other two have been with the U. S. Regular Infantry and Cavalry in Cuba, the Philippines and China, and both have reinlisted with the intention of remaining in the army. The latter mentioned one of our boys who scaled, with the 9th U. S. Infantry, the walls of the sacred city of China and was severely wounded. Others are now in the army and navy of the United States. They are all worthy, patriotic sons of loyal sires and a credit to the Ohio Soldiers' and Sailors' Orphans' Home, the state and their country.

The Governor of Ohio has from the start taken a personal and hearty interest in us, visiting the Home on various occasions to satisfy himself of our standing and progress. On the 16th of October, 1902, Governor George K. Nash came to us bringing with him U. S. Senator Mark A. Hanna, who for the first time had been to Xenia and our grounds. The pupils and employes were assembled in the chapel, presenting "an inspiring appearance," as Senator Hanna earnestly expressed.

On Thursday, October 16, 1902, Gen. R. Brinkerhoff, chairman of the Ohio Board of State Charities, made his annual official inspection, testifying to the extended and excellent reputation of this institution, particularly its industrial features, which he said have no equal anywhere, as a whole, in the number of trades taught. From year to year the General has witnessed and been gratified at our advance.

In all that has been accomplished in the Home, we have not forgotten our divine dependency nor neglected religious observance. Chapel services have been regularly held by the representatives of the Ministerial Association of Xenia, while our Sabbath schools in the cottages were conducted by the theological students of the United Presbyterian Seminary of this city. We have two Christian Endeavor societies and daily cottage devotions. The Young Men's Christian Association organized a year ago has proven a great benefit to our boys who have gone to the larger cities, even as far as Chicago, where they have been cordially received. A Young Women's Christian Association is to be formed by the state secretary this month. Through the efforts of two visiting evangelists last January a large number of sincere conversions resulted.

We were again favored by the return of the Ex-Pupils' Association for reunion in July last. Nearly three hundred registered, and all here were glad to extend them a warm welcome.

The Grand Army of the Republic, Womans' Relief Corps and Ladies of the G. A. R. cheerfully renewed their Christmas visits and contributed much to the happiness of the eager, expectant hearts of our wards.

The Governor's demand that a competitive bidding system be carried out in this institution has been faithfully observed, though causing an additional amount of labor for the financial officer and printer, and we are assured to the satisfaction of the Governor, Auditor of the State and Board of State Charities. The monthly estimates are always scrutinized by the Board of Trustees, item by item.

In handing the accompanying reports we want to express to the governing Board of Trustees our sincere appreciation of its wise counsel, orders and patience, not forgetting the considerate treatment of the Board of Visitors. We likewise appreciate the unceasing and invaluable aid of the Matron of the Home. Also we are much indebted to the

financial officer, Home physician and housekeeper, heads of all departments and employes of this great institution for the duties they have so conscientiously performed, without which your commendation could not be reached.

During the last nearly four months we have been permitted to evidence what our advanced pupils are capable of doing in the routine work of the Superintendent's office. We never observed more faithful and satisfactory efforts, as shown by the records on file, which are at all times available for instant inspection.

I have the honor to remain,

Yours very respectfully,

CHARLES L. YOUNG,
Superintendent of the Home.

EXHIBIT "A."—LIST OF CHILDREN IN THE "HOME" OVER SIXTEEN
YEARS OF AGE.

Names.	Date of arrival at age of 16.	County admitted from.
Blanche R. Brower	September 8, 1901	Putnam.
Pearl Dumont	June 3, 1902	Butler.
Ada M. Phillips	May 21, 1902	Madison.
Nellie Swope	May 20, 1902	Clark.
Esther L. McCormick	March 27, 1902	Clermont.
Margaret O'Neil	March 23, 1901	Marion.
Edith L. Mason	July 31, 1902	Van Wert.
Mary J. Work	April 27, 1902	Clermont.
Clara Murphy	July 30, 1902	Columbiana.
Alzada Mason	June 3, 1902	Sandusky.
Jennie M. Ellis	July 28, 1902	Clermont.
Cordelia Washington	February 2, 1901	Darke.
Clara M. Bauer	July 26, 1902	Franklin.
Kittie M. Cline	August 14, 1902	Greene.
M. Frances Foose	March 17, 1902	Athens.
Eva J. Thompson	April 18, 1902	Medina.
Kate Geiger	January 12, 1901	Warren.
Blanche V. Petee	March 17, 1902	Lucas.
Gussie Van Moss.	Dec. 12, 1901	Medina.
Josephine E. Fulton	February 25, 1902	Cuyahoga.
Elnora E. Peters	June 26, 1902	Cuyahoga.
Delia M. Dougherty	July 15, 1902	Premble.
Leo F. Funk	May 31, 1902	Putnam.
Cora B. Lee	June 22, 1901	Athens.
Lulu D. Pickering	October 9, 1901	Athens.
Mary E. Carter	Nov. 13, 1901	Athens.
Edna N. Wright	February 13, 1902	Greene.
Ada Blevins	Nov. 9, 1901	Miami.
Josie Hawthorne	August 27, 1902	Clinton.
Myrtle R. Thornton	March 6, 1902	Hocking.
John Forgrave	June 9, 1902	Licking.
John A. Lane	May 29, 1901	Scioto.
Grover Pfeifer	Sept. 13, 1902	Franklin.
Walter Pearson	Nov. 4, 1901	Montgomery.
Edward Smith	June 11, 1902	Washington.
Ralph Perrott	April 16, 1902	Stark.
John C. Saupp	Sept. 12, 1902	Montgomery.
Clarence E. Miller	August 8, 1902	Jefferson.
Ferdinand Carrothers	March 6, 1902	Athens.
Arthur C. Burns	October 30, 1902	Sandusky.
Clifford A. Britton	April 26, 1902	Montgomery.
Wade Williams	April 10, 1902	Auglaize.
Sheridan Crouse	May 11, 1902	Crawford.
Emery Gleaves	Sept. 14, 1902	Guernsey.
Barton D. Glenn	October 5, 1902	Van Wert.
Charles H. Hamilton	Sept. 22, 1902	Darke.
Forest Everhart	April 23, 1901	Greene.
Earl Warner	January 6, 1902	Medina.
Leroy Sturtevant	Dec. 27, 1901	Cuyahoga.
Jerome Sadler	May 29, 1902	Hamilton.
Charles Hedgepath	May 31, 1902	Washington.
James Johnson	October 28, 1902	Fayette.
Edward G. Gorman	January 15, 1902	Miami.
George Carl	Dec. 3, 1901	Stark.
David Cozad	May 9, 1902	Montgomery.
Artella Harris	May 1, 1902	Hancock.
Ira Seaburg	April 20, 1901	Holmes.
George A. Young	October 5, 1902	Logan.

EXHIBIT "B."—DESCRIPTIVE ROLL OF CHILDREN RECEIVED FROM NOV. 15th, 1901, to NOV. 15th, 1902.

No.	Date of Admiss'n	Name of Child.	County.	Born.	Name of Father.	Company and Regiment Served In.	Date of Death.	Mother's Name.	Living or Dead.
1	Nov. 15, '01	Virginia Warren	Ashtabula	Apr. 4, '87	Henry Warren	I, 29 Ohio	Nov. 1, '01	Anna Warren	Living
2	" 23,	Raymond O. Peck	Montgomery	Mar. 27, '86	John Peck	A, 70 "	June 1, '01	Edith T. Peck	"
3	" 25,	G. Blanche Prior	Licking	Mar. 8, '87	William J. Prior	A, 76 "	July 1, '01	Harriet A. Prior	Dead
4	" 25,	Myrtle Baldwin	Pickaway	Apr. 13, '87	W. H. Baldwin	B, 63 "	Living	Fidella J. Baldwin	"
5	" 26,	Frank L. Hutchinson	Hancock	Oct. 11, '88	William Hutchinson	C, 165 & 196 O. V. I	Oct. 18, '97	Emma Hutchinson	Living
6	" 26,	Foy Inman	Miami	Oct. 6, '92	Norham Inman	D, 111 O. V. I	Living	Emma Inman	Dead
7	Jan. 7, '02	Henry Benner	Montgomery	Apr. 21, '89	Jack Benner	C, 191 Ohio	Aug. 2, '91	Leah Benner	Living
8	" 22,	Joseph Lewis	Monongah	Feb. 24, '91	H. J. Lewis	I, 7 U. S. I	Aug. 2, '91	Mrs. J. Wellington	Living
9	" 24,	Wm. H. Proctor	Butler	Oct. 6, '88	Sanford Proctor	C, 22 Ill.	Living	Ida M. Long	"
10	" 24,	Ellys V. Long	Franklin	May 6, '91	Jesse Baughman	G, 3 U. S. Cav.	Living	Sarah Baughman	"
11	" 24,	Charles L. M. Proctor	"	Dec. 26, '95	"	G, 156 Ohio	July 1, '01	"	"
12	" 25,	Jesse Baughman	"	Jan. 29, '96	Frank Herdman	H, 1 Mich.	Living	Ellie Herdman	Dead
13	Feb. 11,	Charles Baughman	Wood	Jan. 8, '97	Ed. W. Williams	A, 100 N. Y.	"	Jane Williams	"
14	" 22,	John W. Williams	Montgomery	Oct. 8, '97	William A. Flint	B, 22 O. E.	"	John Flint	Living
15	" 24,	Glen Gow	Franklin	June 26, '93	William A. Flint	F, 20 Spain	"	Emma Flint	"
16	" 19,	Dorral Flint	Mayette	May 27, '93	Charles Welser	K, 17 E. 9 U. S. I	Aug. 25, '98	Lizzie Welser	Dead
17	Mar. 6,	George Welser	Montgomery	June 15, '92	Wm. Ford Long	C, 22 Ill. I	July 1, '00	Ida M. Long	Living
18	" 11,	Bertha M. Long	Franklin	Feb. 21, '92	W. H. Ford Long	D, 95 O. V. I	Living	Dora McFarland	Dead
19	" 11,	Edith A. McFarland	Montgomery	Sept. 25, '92	Samuel Peeling	E, 63 Ohio	"	"	"
20	Apr. 6,	Harry Peeling	Montgomery	Feb. 13, '90	Samuel Shank	C, 17 O. R. 67 U. S. I	"	"	"
21	" 10,	Victor Steink	Hann	Jan. 13, '89	S. S. Baldwin	F, 5 U. S. C. O. V. G	"	"	"
22	" 11,	Childred P. Baldwin	Hann	Jan. 5, '95	Sanford Long	C, 22 Ill. I	July 1, '00	Ida M. Long	Living
23	" 11,	Raymond N. Baldwin	Williams	Jan. 5, '95	Robt. Rowland	G and F, 114 O. Inf.	May 2, '98	Catherine Rowland	Dead
24	May 7,	Wesley H. Bayland	Fairfield	July 3, '88	Chas. Naskow	I, 98 N. Y.	"	Jennie Perkins	Living
25	" 16,	Charles W. Naskow	Montgomery	Apr. 9, '95	Issac N. James	A, 7 Md.	Dec. 4, '98	Christina Mason	Dead
26	" 28,	Harriett I. James	"	Oct. 19, '95	I. M. Vickers	A, 166 Ohio	Living	Julia M. Vickers	Living
27	" 28,	Frances Vickers	"	Oct. 19, '95	Samuel Engle	K, 55 O. V. I	"	Sara Engle	Dead
28	" 28,	Joseph E. Mason	Coshocton	Oct. 16, '91	Samuel Mason	A, 70 O. V. I	Mar. 2, '00	Martha E. Whitten	Living
29	June 3,	Wesley Engle	Pike	Nov. 25, '92	Thos. H. Whitten	B, 11 Inf. 2 Bat	May 27, '95	Anna Deming	"
30	" 8,	Flome Wright	Hann	Nov. 12, '91	John Tompkins	A, 91 O. V. I	"	Lucinda Walters	"
31	" 17,	James Tompkins	Muskingum	Nov. 14, '92	A. D. Walters	"	"	"	"
32	" 28,	Earl Walters	Fayette	Mar. 29, '90	"	"	"	"	"
33	" 28,	Fesse Walters	"	Jan. 13, '95	"	"	"	"	"
34	" 28,	Hazel R. Canton	Montgomery	Sept. 27, '93	John Canton	B, 88 N. Y. V.	"	Sara Canton	Dead
35	" 28,	Myrtle Dakin	Greene	July 22, '95	Ellis Dakin	H, 2 Ky. Inf	"	Marquet Dakin	Dead
36	" 30,	Emma M. Outh	Montgomery	Apr. 30, '91	Michael Outh	"	"	Mary Outh	Living
37	" 30,	Belle Outh	Union	Jan. 9, '96	W. H. Benedict	C, 11 O. Inf	Oct. 14, '98	Mary J. Benedict	Dead
38	July 1,	Sherman E. Benedict	"	Aug. 19, '89	"	"	"	"	"
39	" 1,	Anna M. Benedict	"	Jan. 1, '93	"	"	"	"	"
40	" 1,	Harry E. Benedict	"	"	"	"	"	"	"

EXHIBIT "B."—DESCRIPTIVE ROLL OF CHILDREN RECEIVED.—Continued.

No.	Date of Admiss'n	Name of Child.	County.	Born.	Name of Father.	Company and Regiment Served in.	Date of Death.	Mother's Name.	Living or Dead.
46	July 1, '02	Ephraim Burkett	Sandusky	Feb. 1, '96	Geo. Burkett	A. I, 72 O. V. I	Mar. 8, '02	Julia Burkett	Living
47	" 1, "	Mazzeo Burkett	"	Sept. 12, '98	"	"	"	"	"
48	" 1, "	Sarah E. M. Proctor	Butler	July 12, '94	"	"	"	"	"
49	" 7, "	Louisa R. Proctor	"	Feb. 28, '94	Herman Proctor	G, 3 U. S. Cav	Living	Mary Proctor	"
50	" 7, "	Minerva Flint	Fayette	Nov. 28, '94	Wm. E. Flint	E, 4 O. Span. A.	"	Emma Flint	"
51	" 7, "	Grace Gilmore	Franklin	Aug. 16, '94	F. M. Gilmore	B, 1 O. V. H. A.	Feb. 26, '02	Charlotte Gilmore	"
52	" 7, "	Guy E. Carter	Washington	Mar. 24, '94	Alonzo Carter	H, 36 O. V. I	"	Sara Carter	"
53	" 7, "	Jennie Caruthers	Montgomery	Sept. 26, '94	Andrew Caruthers	E, 13 Mich	May 16, '89	Carth. Caruthers	"
54	" 11, "	Ruth Griffin	"	Aug. 5, '90	Matthew M. Griffin	K, 86 Ohio	Dec. 20, '95	Nora Griffin	"
55	" 11, "	Chas. R. Trapp	Hamilton	June 5, '93	O. Trapp	D, 38 Penna	Living	Anna B. Trapp	"
56	" 13, "	Ephraim Lewis	Franklin	Jan. 29, '94	Eph. Lewis	E, 191 O. Inf.	May 4, '02	Martina Lewis	Dead
57	" 15, "	Bertie Lewis	"	Oct. 14, '91	"	"	Living	"	"
58	" 15, "	Sella Elsa Hrey	Jackson	June 12, '90	Isaac F. Hrey	K, 56 Ohio	Living	"	"
59	" 19, "	Bessie A. Edgington	Montgomery	Jan. 20, '90	J. M. Edgington	I, 91 Ohio	Living	Cartha Edgington	Living
60	" 22, "	Irene L. Long	Williams	Jan. 25, '97	Sanford Long	C, 22 Ill. Inf.	July 1, '00	Ira M. Long	"
61	" 25, "	Sarah L. Bender	Montgomery	Sept. 18, '96	Joseph O. Bender	P, 6 O. V. I	Living	Sarah E. Bender	"
62	" 28, "	Minnie E. Davis	Greene	May 12, '91	John W. Davis	C, 168 O. V. I	June 26, '94	Edith Green	"
63	Aug. 11, "	Melinda Tarr	Jefferson	Nov. 11, '95	J. B. Tarr	H, 11 W. Va. Inf.	Oct. 4, '01	Nancy O. Tarr	"
64	" 14, "	Lida Tarr	"	May 6, '92	"	"	"	"	"
65	" 14, "	Jas. W. H. Brown	Hamilton	Nov. 14, '93	Jas. A. Brown	K, 136 O. V. I	"	"	"
66	" 21, "	Mary Doyle	Cuyahoga	Jan. 17, '90	John Doyle	U. S. S. Chillothe	Living	Eliza J. Brown	Dead
67	" 25, "	John O. Marhatt	Allen	Dec. 17, '95	"	"	Living	Amelia Doyle	Living
68	" 25, "	Frank R. Marhatt	"	May 25, '90	Jacob Marhatt	A, 11 O. V. I	Living	Melinda Marhatt	Dead
69	" 25, "	Frank N. Ritter	Licking	Mar. 29, '90	Stephen M. Ritter	F, 95 O. V. I	"	Catharine Ritter	"
70	" 25, "	Clara Silvers	Auglaize	Feb. 2, '93	William Silvers	K, 94 O. V. I	"	Annie Silvers	Living
71	" 25, "	Delta Silvers	"	Mar. 23, '90	"	"	Living	"	"
72	" 25, "	Cap Cooper	Hardin	May 4, '94	William Cooper	A, 82 O. V. I	"	Emma Cooper	"
73	" 25, "	James Cooper	"	Aug. 20, '90	"	"	Living	"	"
74	" 25, "	Mary Cooper	"	Mar. 10, '88	"	"	"	"	"
75	" 25, "	Velma L. Walker	Clemont	Aug. 9, '96	Leander A. Walker	K, 27 O. V. I	Aug. 21, '96	Sarah J. Walker	"
76	" 25, "	Harry F. Sellinger	Sandusky	Nov. 29, '94	William Sellinger	I, 6 O. V. I	Living	Cora B. Sellinger	Dead
77	" 25, "	Ellen C. Morris	Montgomery	June 24, '89	Michael Morris	G, 184 O. V. I	Apr. 20, '92	Julia A. Morris	Living
78	" 25, "	Albert W. Tucker	Adams	Nov. 25, '92	William Tucker	B, 11 O. V. I	Jan. 24, '99	Clara B. Tucker	Living
79	" 25, "	Mayville Mottinger	Stark	Oct. 6, '88	David Mottinger	C, 12 Mich. V. I	June 15, '01	Aminda Mottinger	Dead
80	" 25, "	Arrela E. Bush	Logan	Apr. 23, '96	Alb erf. Bush	E, 154 O. V. I	May 18, '96	Mary M. Bush	Living
81	" 25, "	Helen D. Olnton	Cuyahoga	Aug. 1, '80	Jas. M. Olnton	F, 184 O. Inf.	June 1, '00	Kate A. Olnton	"
82	" 25, "	Jas. W. Olnton	Hamilton	Aug. 25, '91	"	"	Living	"	"
83	" 25, "	Edna Murphy	"	July 2, '87	Andrew Murphy	K, 6 O. V. I	Living	Mary E. Murphy	Dead
84	" 25, "	Robert Murphy	Hamilton	Dec. 27, '94	"	"	"	"	"
85	" 25, "	Wm. G. Ketter	Lucas	Oct. 17, '95	Andrew O. Ketter	Span. A. Nav. Ser.	"	Mary Ketter	Living
86	" 25, "	James Steen	Montgomery	Jan. 16, '98	Joseph Steen	F, 36 O. V. I	"	Mary McKinney	Living



HIGH SCHOOL GRADUATES OF 1902.



TELEGRAPHY GRADUATES OF 1902.



STENOGRAPHY AND TYPEWRITING GRADUATES OF 1902.



DOMESTIC ECONOMY GRADUATES AND TEACHERS OF 1902.

91	Sept. 29, '02	Chacy Ramsey	Belmont	Nov. 27, '96	John T. Ramsey	L. 2 Art. U. S. A.	Living	Belle Ramsey	Living
92	Oct. 1, '02	G. Elizabeth Swineford	Ashtand	Nov. 2, '92	M. W. Swineford	A, 106 O. V. I.	"	Sarah M. Swineford	Dead
93	" 1, "	Jessie M. Swineford	"	Mar. 27, '88	"	"	"	"	"
94	" 1, "	Edna B. Swineford	"	Apr. 30, '90	Charles Ault	F. 168 O. V. I.	"	"	"
95	" 6, "	Harley Ault	Highland	May 18, '95	John Jones	G. 10 W. Va. Vol.	"	Mary A. Jones	Living
96	" 7, "	Kathleen Jones	Fairfield	May 18, '98	John W. Snurr	K. 122 O. V. I.	"	Gora Belle Snurr	Dead
97	" 7, "	Grover O. Snurr	Maskingum	June 15, '88	Henry Wolfe	F. 54 Ill. V. I.	Sept. 15, '98	Mary A. Wolfe	Living
98	" 12, "	Fred. Wolfe	Clyahoga	Aug. 17, '91	John R. Danneker	G. 4 U. S. Cav.	Living	Mary A. Danneker	Dead
99	" 12, "	John R. Danneker	Clark	Feb. 22, '90	John Leonard	B. 50. Priv. Cav.	"	Ellen Leonard	"
100	" 12, "	George W. Leonard	"	Aug. 12, '91	Benj. Smith	A, 117 U. S. Col. Inf.	"	"	"
101	" 12, "	Benj. F. Smith	"	June 12, '89	"	"	"	"	"
102	" 12, "	George Smith	"	Apr. 7, '95	John L. Littler	E. 60 O. Inf.	Mar. 23, '90	Letitia Littler	Living
103	" 12, "	Frank Littler	Hardin	Apr. 12, '95	R. P. Lansdown	B. 174 Ohio	Living	Mary Lansdown	Dead
104	" 21, "	Howard Lansdown	Union	Apr. 9, '88	John W. Harris	E. 27 U. S. Col. I.	Sept. 9, '95	"	"
105	" 21, "	Mary E. Harris	Pike	Feb. 19, '92	Wm. P. Green	F. 84 O. V. I.	Living	Margaret A. Green	"
106	" 28, "	Walter Green	Greene	June 19, '92	Elmas A. Gaunt	H. 18 O. V. I.	June 25, '01	Julia A. Gaunt	Living
107	" 29, "	Jessie B. Gaunt	Montgomery	Feb. 14, '91	"	"	Living	"	"
108	" 29, "	Lola O. Gaunt	"	Aug. 1, '88	Charles Wright	H. 35th Ind.	Living	Almyra Wright	Dead
109	Nov. 3, "	Frederick Wright	"	Sept. 18, '90	John N. Jones	A, 118th O. V. I.	"	Sarah E. Jones	Living
110	" 5, "	Carl Jones	Madison	May 10, '90	"	"	"	"	"

EXHIBIT "C."—DESCRIPTIVE ROLL OF CHILDREN DISCHARGED FROM NOV. 15, 1901, TO NOV. 15, 1902.

No.	Name of Child.	Date of Birth.	Age.	Date Discharged.	Trade Learned at Home.	Reason for Discharge.	Oottage.
1	Araminta Mann.	December 25, '88.	13	November 17, 1901	No trade	Died at home of tuberculosis.	2
2	Alice Dougherty.	December 10, '84.	17	December 10	Telegraphy	Seventeen	15
3	James C. Patterson.	January 14, '86.	16	January 21, 1902.	Baking	Sixteen	24
4	Ethel M. Ward.	January 25, '86.	16	February 18	Domestic economy	"	15
5	Benj. W. Finch.	February 19, '86.	16	" 25.	Farming	"	24
6	Samuel M. Courter.	February 8, '86.	16	" 22	Printing	"	23
7	Arthur C. Stewart.	March 29, '85.	16	" 24	"	"	30
8	Charles Welser.	June 19, '86.	15	March 24	Farming	Request of friend.	26
9	Lilly Clifton.	January 1, '91	11	" 2	No trade.	Died at the Home	17
10	Elmer Snyder.	January 4, '86.	16	" 19	Tailoring	Sixteen. Order of Board.	36
11	Minor W. Swineford	January 2, '86.	16	" 21	Shoemaking	Sixteen.	24
12	Mary E. Rinsinger	March 23, '86.	16	April 7	Domestic economy	"	35
13	Melvin S. Williamson	October 2, '85	16	" 9	Florist	"	23
14	Joseph Schraub	April 16, '86	16	" 23	Mechanical engineering	"	35
15	Emma L. Litrell	May 21, '86	15	" 30	No trade	"	23
16	Martha Wandless	April 24, '86	15	May 6	"	Died at the Home.	18
17	Frederick Newland	May 31, '86	15	" 24	"	Failed to return from vacation	3
18	J. Herbert Baker	December 28, '86.	15	" 20	"	Request of Father	24
19	Anna M. Kernan	May 20, '86	16	" 29	Domestic economy	Sixteen.	39
20	Harold D. Hewitt	April 17, '87	15	" 7	No trade	Failed to return from vacation	28
21	Clark Yarnell	July 4, '87.	14	June 1	"	"	21
22	Corra A. Burke	November 15, '87	14	" 4	"	"	1
23	James Burke	January 20, '92.	10	" 4	"	"	2
24	Henry Snyder	November 9, '86.	15	" 7	"	"	3
25	Lora S. Cook	November 7, '86.	15	" 19	"	"	28
26	Charlie Brown	September 29, '86	15	" 19	"	"	29
27	Ava Shankleton	March 13, '86.	16	" 20	Domestic economy	"	1
28	Mary McGarry	September 17, '85	16	" 20	Stenography	"	3
29	Fannie B. Fuller	July 17, '85	17	" 20	"	"	2
30	Mary L. Doudna	March 13, '86	16	" 20	Domestic economy	"	4
31	Cordelia Sweetland	March 13, '86	16	" 20	"	"	5
32	Cessa Zeek	April 3, '86	16	" 20	Sewing	"	5
33	Elizabeth Griffin	December 28, '85	16	" 20	Domestic economy	"	5
34	Jenneth Williams	October 17, '85	16	" 20	"	"	5
35	Fenne Williams	October 17, '85	16	" 20	"	"	5
36	Anna De Stetler	January 26, '85	17	" 20	"	"	5
37	Anna Steiert.	April 12, '85	17	" 20	"	"	5
38	Georgia Eckman	March 5, '86	16	" 20	Sewing	Seventeen	6
39	Lillie B. Ackerman	February 4, '86.	16	" 20	Tailoring	Sixteen	6
40	Edna Edwards.	October 1, '85	16	" 20	Domestic economy	"	6
41	Fanny T. Copp.	February 14, '85	17	" 20	"	"	7
42	Gertrude Lansdown	May 8, '86	16	" 20	"	Seventeen	7
43	May O. Findley	July 17, '84	17	" 20	Stenography	Seventeen	9
44	Lillian Wilson	October 20, '85	16	" 20	Domestic economy	"	9
45	Etra Neifer.		16	" 20	"	Sixteen.	9

		November 1, '85	16	June 20, 1902	Domestic economy	Sixteen	9
46	Aldie Cain	July 14, '85	16	"	"	"	11
47	Mollie Benton	June 1, '86	16	"	Telegraphy	"	11
48	Jennie Hoyt	June 9, '86	16	"	Tailoring	"	18
49	Florence Nelbert	October 19, '85	16	"	Domestic economy	"	18
50	Mabel Orain	June 3, '86	16	"	Domestic economy	"	18
51	Nannie Whitney	December 22, '84	17	"	Stenography	"	17
52	Edna B. Hunter	April 8, '86	16	"	Tailoring	"	19
53	Vida Appleman	April 4, '86	16	"	Domestic economy	Eighteen	23
54	Agnes Leonard	March 8, '84	16	"	Electrical engineering	Sixteen	23
55	Alden Ogborn	April 18, '86	16	"	Mechanical engineering	Sixteen	23
56	Walter J. Chance	February 13, '86	18	"	Shoemaking	Eighteen	24
57	Claude Bowser	June 10, '84	16	"	Printing	Sixteen	24
58	Kyle L. Smith	March 11, '86	16	"	Telegraphy	"	24
59	George Wilson	May 8, '86	16	"	Blacksmithing	"	24
60	Stacy Fizer	February 16, '86	16	"	Printing	"	24
61	Vernon Swarts	October 3, '85	16	"	Shoemaking	"	25
62	Charles Lewis	June 6, '86	16	"	Printing	"	25
63	Ennnett Graham	October 27, '85	16	"	Shoemaking	"	25
64	Benjamin Daveiler	June 16, '86	16	"	Electrical engineering	Seventeen	25
65	Howard H. Shoemaker	January 20, '85	17	"	Stenography	"	25
66	James B. Kintigh	June 30, '86	16	"	Farming	Sixteen	26
67	Chris Anderton	January 22, '86	16	"	"	"	26
68	Frank J. Krabach	November 3, '85	16	"	Tinning	"	26
69	Harry Alberger	June 26, '86	16	"	Blacksmithing	"	26
70	Tony Byron	September 18, '85	16	"	Farming	"	26
71	Carl Barney	April 26, '86	16	"	Carpentering	"	26
72	Ray Nichols	March 7, '85	17	"	"	"	27
73	William J. Steiner	June 9, '86	16	"	Printing	Seventeen	27
74	George Oschlagner	April 19, '85	17	"	Mechanical engineering	Sixteen	27
75	Clifford Pollock	October 29, '85	16	"	Stenography	Seventeen	28
76	Edward Case	May 27, '86	16	"	Butchering	Sixteen	28
77	Clifford Pollock	February 16, '85	17	"	Shoemaking	Seventeen	29
78	Oscar Stephens	December 9, '85	16	"	Printing	Sixteen	29
79	Elmer Hart	January 19, '86	16	"	Barbering	"	29
80	Ralph Swadener	January 14, '86	16	"	Butchering	"	29
81	Loyal Griffin	May 2, '86	16	"	Florist	"	29
82	Matthew Nettle	June 11, '86	16	"	Mechanical engineering	"	29
83	Levin Huffman	October 29, '85	16	"	Carpentering	Seventeen	30
84	Bernie Christopher	July 7, '85	17	"	Tinning	Sixteen	30
85	Carl Straut	September 28, '85	16	"	Stenography	Seventeen	30
86	Clifford Brown	May 25, '85	17	"	Printing	Seventeen	30
87	Wesley Henry	May 3, '86	17	"	Farming	Sixteen	30
88	Kora Bolleu	January 18, '86	16	"	Baking	"	30
89	Shirley Nichols	May 31, '86	16	"	Tinning	"	30
90	Gordon Schifford	June 10, '86	16	"	Mechanical engineering	"	30
91	Harley Scarret	June 11, '86	16	"	Electrical engineering	"	30
92	Moody Ewing	July 20, '86	16	"	Mechanical engineering	"	30
93	Henry Brennels	January 2, '85	17	"	Printing	Seventeen	30
94	Charles I. Glenn	April 18, '86	16	"	Butchering	Sixteen	30
95	Henry George	May 10, '86	16	"	Sewing	"	3
96	Effie Hucheson		16	8			

EXHIBIT "C."—DESCRIPTIVE ROLL OF CHILDREN DISCHARGED—Concluded.

No.	Name of Child.	Date of Birth.	Age.	Date Discharged.	Trade Learned at Home.	Reason for Discharge.	ottage
98	John Swab	August 15, '86	16	June 28, 1902	No trade	Ran away.	27
99	Burley Grundstaff	April 7, '87	15	" 28	"	"	29
100	James Sullivan	June 28, '86	16	" 28	Mechanical engineering	Sixteen	27
101	Harry Simpson	July 28, '86	15	" 28	No trade	Ran away	29
102	John Tyndall	June 30, '86	16	" 30	Shoemaking	Sixteen	26
103	Leander Nichols	July 18, '87	14	" 30	No trade	Ran away	29
104	George Flahour	July 2, '86	16	July 2	Shoemaking	Sixteen	30
105	Maurice Fitzgerald	July 5, '86	16	" 5	Tailoring	"	25
106	Marjorie Kelley	March 20, '86	16	" 5	Domestic economy	"	7
107	William Baltzell	July 6, '86	16	" 7	Electrical engineering	"	30
108	John Cooze	July 6, '86	16	" 7	Painting	"	28
109	Fernando C. Clark	July 14, '86	16	" 14	Florist	"	23
110	Martin F. Gauntt	July 14, '86	16	" 14	Electrical engineering	"	23
111	Jose B. Novland	July 13, '86	18	" 12	Sewing	"	13
112	Hazel McChesney	March 2, '86	16	" 15	Stenography	Eighteen	3
113	Marvel G. Bullock	July 24, '83	18	" 23	No trade	Killed at St. Louisville, O.	31
114	Nellie Sager	July 27, '86	16	" 27	Stenography	Sixteen	16
115	Zola Houston	July 27, '86	16	" 27	Blacksmithing	"	27
116	Frank Van Zant	July 27, '86	16	August 1	Electrical engineering	"	24
117	Paul J. Ramsey	August 1, '86	16	August 1	Sewing	"	7
118	Sarah Courter	August 4, '86	16	" 4	Stenography	"	2
119	Blanche J. Mann	August 7, '86	16	" 7	Baking	"	26
120	Chester A. Brower	August 11, '86	16	" 11	Domestic economy	"	3
121	Celia L. Tropp	August 11, '86	16	" 11	Domestic economy	"	30
122	Charles A. Heskett	August 12, '86	16	" 12	Carpentering	"	13
123	Lucy L. Powers	August 8, '85	17	" 8	Domestic economy	Seventeen	27
124	Fred Clark	August 14, '86	16	" 14	Telegraphy	Sixteen	24
125	Frank Elliott	August 19, '86	16	" 19	Tinning	"	9
126	Thomas W. Cook	August 11, '86	16	September 1	Stenography	"	25
127	Charles S. Hart	February 12, '86	16	" 1	Electrical engineering	"	30
128	Pearl Gortall	February 12, '86	17	" 1	Florist	"	24
129	Sophia A. Freet	December 30, '84	17	" 1	Domestic economy	"	26
130	Virginia Warren	April 4, '87	15	" 1	"	"	15
131	Ruth Shankleton	May 27, '87	15	" 1	"	"	15
132	Frank Scurluck	September 18, '86	16	" 25	Blacksmithing	Sixteen	29
133	James J. Larason	September 28, '86	16	October 7	Farming	"	28
134	Raymond Bailey	September 14, '86	16	September 14	Blacksmithing	"	24
135	Guy Stevenson	September 12, '86	16	September 12	Baking	"	23
136	Clayton Tipple	September 28, '86	16	" 23	Carpentering	"	23
137	Charles A. Morehouse	July 11, '87	15	October 9	Printing	Order of Board	27
138	Perry R. Huffman	November 6, '86	16	November 6	Electrical engineering	Sixteen	28

EXHIBIT "D."—CHILDREN LEARNING TRADES.

BAKERY.

Name.	County.	Admitted.
Dean M. Houck	Defiance	August 30, 1899
Shirley Nichols	Clermont	April 9, 1894
James Patterson	Adams	October 3, 1898
Guy Stevenson	Warren	July 25, 1898
Chester A. Brower	Summit	January 29, 1895
George A. Young	Logan	Nov. 21, 1900
Vernon P. Grover	Cuyahoga	June 17, 1899
Bernard F. Howard	Morrow	July 22, 1896
Joseph B. Baker	Franklin	October 26, 1901
Elisha N. Jenkins	Erie	July 2, 1901

BARBERING.

Name.	County.	Admitted.
David A. Cozad	Montgomery	August 26, 1899
Carl Tracy	Hardin	April 19, 1898
Clay H. Patterson	Adams	October 3, 1898
Harold D. Hewitt	Montgomery	October 4, 1896
Ralph R. Swadener	Miami	Sept. 17, 1894
Charles H. Hedgepath	Washington	July 5, 1900
Royal E. Sampson	Hocking	January 28, 1898
Robert Ringer	Coshocton	August 22, 1895

BLACKSMITHING AND IRONWORKING.

Name.	County.	Admitted.
Raymond Bailey	Champaign	July 5, 1894
Henry Brenneis	Cuyahoga	January 29, 1896
Theodore Cottrell	Montgomery	March 2, 1893
Frank Scurlock	Perry	January 11, 1898
Tony Byron	Wood	Sept. 29, 1898
Fred W. Oldfield	Stark	August 14, 1901
Oliver Phillips	Madison	August 30, 1898
Norman B. Best	Montgomery	January 1, 1900
Sherman Carter	Coshocton	July 18, 1893
Lawrence Griffin	Montgomery	August 29, 1893

BUTCHERING.

Name.	County.	Admitted.
Loyal J. Griffin	Hamilton	August 21, 1897
Leander Nichols	Guernsey	January 2, 1896
Edward E. Case	Lorain	February 16, 1892
Henry S. George	Pike	November 5, 1900
Perry C. Bullock	Licking	July 27, 1897
David Scurlock	Perry	January 1, 1898
Chester Arthur	Montgomery	Sept. 16, 1901

CARPENTRY AND WOODWORKING.

Name.	County.	Admitted.
John A. Lane	Scioto	August 6, 1894
Charles A. Heskett	Muskingum	July 29, 1895
Charles N. Jenkins	Huron	October 29, 1900
Clayton A. Tippie	Athens	February 19, 1892
Gardner Gearhart	Pickaway	May 11, 1888
Melvin D. Pearson	Montgomery	March 21, 1900
Edwin Joiner	Union	Sept. 28, 1898
Ray Nichols	Medina	April 15, 1895
Bernie Christopher	Coshocton	May 6, 1896
Forest Everhart	Greene	August 1, 1900
George W. Lewis	Adams	Sept. 6, 1894
Emery L. Gleaves	Guernsey	October 27, 1900
James H. Marcum	Darke	Sept. 23, 1899
Fletcher F. Frazee	Coshocton	July 26, 1901
Robert I. Redfern	Clinton	August 10, 1901
James S. Cooper	Gallia	June 8, 1900

COOKING.

Name.	County.	Admitted.
Walter Barber	Adams	July 10, 1894
Forest Norris	Miami	January 31, 1893
George H. Farley	Vinton	August 9, 1900
George P. Mullen	Montgomery	January 3, 1896

CLOTHING.

Name.	County.	Admitted.
Vida B. Appleman	Wayne	Nov. 16, 1897
Mary Gay Worley	Franklin	Sept. 1, 1900
Alice A. Belt	Miami	Sept. 1, 1898
Josie B. Newland	Clermont	March 21, 1893
Oliver Cooley	Ottawa	January 19, 1897

CLOTHING—Concluded.

Name.	County.	Admitted.
Edward G. Gorman	Miami	August 19, 1901
Eva J. Thompson	Medina	June 19, 1899
Georgia Ely	Tuscarawas	June 22, 1900
Dora Stewart	Athens	March 27, 1896
Annedra Johnson	Marion	June 27, 1900
Mabel E. Crain	Lake	Sept. 10, 1898
Grace Boards	Highland	January 15, 1894
Effie Hucheson	Brown	Nov. 2, 1898
Maurice Fitzgerald	Cuyahoga	October 27, 1900
James A. Bandendistel	Montgomery	July 15, 1899
Etta C. Neifer	Wood	August 31, 1897
Pearl Danneker	Clark	Dec. 22, 1900
Alvin Pattin	Athens	August 1, 1899
Paul McGarry	Noble	February 5, 1897
Minerva B. Younger	Paulding	July 28, 1897
Ada Blevins	Miami	October 3, 1896
Mary Cooper	Hardin	August 29, 1902
Lillie Fowler	Jefferson	January 24, 1901
Jessie M. Swineford	Ashland	October 1, 1902
Emma B. Franklin	Clark	February 6, 1892
Mary E. Harris	Pike	July 31, 1901
Kate Geiger	Warren	February 19, 1898

DOMESTIC ECONOMY.

Name.	County.	Admitted.
Belle M. Wheaton	Tuscarawas	April 30, 1891
Florence Weatherby	Montgomery	August 10, 1891
Odessa I. Zeek	Darke	July 27, 1895
Gertrude Appleman	Wayne	Nov. 16, 1897
Minnie Brown	Noble	January 22, 1900
Myrtle F. Bell	Defiance	July 9, 1895
Pearl Hopkins	Wood	March 30, 1898
Anna M. Kernen	Hamilton	August 22, 1896
Caroline Mehner	Cuyahoga	July 1, 1901
Blanche Mitchell	Erie	June 28, 1900
Gertrude M. Thompson	Noble	April 3, 1891
Kate Trushell	Hamilton	August 24, 1892
Cordelia Washington	Darke	June 20, 1898
Nannie Whitney	Summit	October 12, 1898
Jane Walters	Cuyahoga	July 21, 1897
Ethel Ward	Lucas	May 24, 1897
Fannie T. Copp	Huron	July 3, 1895
Kittie M. Cline	Greene	August 25, 1898
Pearl Dumont	Butler	July 31, 1895
Edna E. Edwards	Cuyahoga	July 30, 1896
Jennie M. Ellis	Clermont	June 20, 1898
Mary E. Kelly	Greene	Sept. 16, 1890
Agnes M. Leonard	Clark	July 29, 1897
Gertrude Lansdown	Union	Sept. 9, 1897
Lucy L. Powers	Fayette	Sept. 13, 1890
Lulu D. Pickering	Athens	January 24, 1899
Lucy R. Wright	Holmes	July 28, 1897
Elnora E. Peters	Cuyahoga	July 3, 1895
F. Lillian Wilson	Lucas	July 7, 1900

DOMESTIC ECONOMY—Continued.

Name.	County.	Admitted.
Amanda C. Bauman	Franklin	August 3, 1899
Aldie Cain	Morrow	Sept. 8, 1892
Alice S. Graft	Cuyahoga	July 11, 1899
Maude Hall	Fairfield	July 21, 1897
Lena M. Huyek	Fulton	July 18, 1899
Clara Kaiser	Cuyahoga	Sept. 18, 1895
Anna Lehman	Darke	July 3, 1895
Stella E. Mahan	Montgomery	August 8, 1899
Jennie M. Romanus	Williams	January 15, 1895
Bertha Sanderson	Fayette	August 13, 1895
Pearl Williams	Franklin	October 24, 1894
Clara Williams	Jackson	March 5, 1900
Delia M. Dougherty	Preble	July 6, 1894
Anna DeShetler	Lucas	October 29, 1897
Leo Funk	Putnam	February 28, 1898
Josie E. Fulton	Cuyahoga	March 3, 1898
Edith L. Mason	Van Wert	July 22, 1896
Alzada Mason	Sandusky	August 30, 1897
Blanche V. Petee	Lucas	August 27, 1896
Mary E. Rininger	Hamilton	March 24, 1894
Nellie Swope	Clark	August 28, 1899
Celia L. Tropp	Delaware	August 22, 1895
Irene Williams	Montgomery	July 18, 1898
Lillian B. Ackerman	Harrison	August 12, 1896
Mary Beekman	Cuyahoga	August 30, 1897
Jessie Bush	Madison	July 1, 1898
Mollie S. Benton	Montgomery	Dec. 30, 1899
Elizabeth D. Dakin	Greene	October 18, 1898
Ada G. Derr	Clark	Sept. 13, 1898
Naomi Gustin	Clinton	August 17, 1897
Grace Peltz	Clark	July 23, 1896
Ava Shankleton	Stark	June 11, 1890
Stella L. Sager	Franklin	Sept. 14, 1898
Kathleen Ball	Greene	
Fanchon P. Cook	Hancock	Sept. 17, 1894
Edna Hayes	Mahoning	Nov. 24, 1891
Alta D. James	Putnam	August 31, 1901
Ida M. Lewis	Trumbull	February 24, 1898
Cora B. Lee	Athens	July 14, 1900
Alta L. Robbins	Adams	July 1, 1901
Ruth Shankleton	Stark	June 11, 1890
Golda J. Bullock	Licking	July 27, 1897
Pearl B. Dittenhaver	Tuscarawas	October 23, 1895
Alice Hopping	Greene	June 4, 1899
Cordelia Sweetland	Wood	August 29, 1898
Harriet Lee	Athens	August 27, 1900
Edna Wright	Greene	February 25, 1896
Mary E. Carter	Athens	July 15, 1899
Virginia Warren	Ashtabula	Nov. 15, 1901
Myrtle Baldwin	Pickaway	Nov. 25, 1901
Blanche Prior	Licking	Nov. 25, 1901
Ella Edgington	Fayette	Sept. 7, 1898
Mary Staley	Gallia	July 21, 1897
Edna Randall	Lucas	July 17, 1896
Blanche Beekwith	Cuyahoga	July 21, 1897
Edith Huffman	Hamilton	August 30, 1899
Drucilla Parkinson	Gallia	April 24, 1899
Mary Pickering	Clark	Dec. 15, 1897
Lou Nason	Miami	Oct. 6, 1896
Stella Gillmore	Cuyahoga	August 17, 1896

DOMESTIC ECONOMY—Concluded.

Name.	County.	Admitted.
Etta Robinson	Lucas	July 16, 1899
Anna Noiroi	Defiance	July 28, 1896
Lulu Williams	Auglaize	February 3, 1897
Ella Luman	Seneca	Dec. 27, 1900
Cora Wilson	Lucas	July 7, 1900
Hattie Woodruff	Franklin	July 30, 1901
Hattie Maddux	Clermont	July 8, 1901
Jessie M. Glenn	Van Wert	August 24, 1893
Irene Grover	Cuyahoga	June 12, 1899
Mayville Mottinger	Stark	August 27, 1902
Nellie Taylor	Warren	March 18, 1896
Vera B. Way	Washington	March 8, 1896
Rachel Welch	Union	August 26, 1897
Gusta Huyck	Williams	June 30, 1898
Sylvia Powers	Fayette	March 23, 1896
Maggie Houston	Noble	July 28, 1897
Emma McCameron	Athens	Sept. 27, 1899
Clara Murphy	Columbiana	January 23, 1892
Hattie Dougherty	Preble	July 6, 1894
Ona M. Funk	Putnam	February 28, 1898
Rachel Draher	Miami	August 31, 1901
Edna Murphy	Hamilton	Sept. 2, 1902
Esther Carter	Athens	July 15, 1899
Mamie Sweetland	Wood	August 29, 1898
Edna M. Young	Logan	January 21, 1900

DOMESTIC ECONOMY—(Sewing Only.)

Name.	County.	Admitted.
Elizabeth Griffin	Montgomery	August 29, 1898
Sarah Courter	Delaware	June 22, 1894
Jennie Hoyt	Huron	Sept. 6, 1893

ELECTRICAL ENGINEERING.

Name.	County.	Admitted.
Moody L. Ewing	Wyandot	January 27, 1896
Paul J. Ramsey	Muskingum	August 13, 1891
Wilmer I. Baltzell	Hamilton	Sept. 29, 1893
Perry R. Huffman	Putnam	June 6, 1893
Howard H. Shoemaker	Crawford	August 19, 1892
Charles S. Hart	Montgomery	July 17, 1895
Ralph E. Perrott	Stark	February 16, 1897
Martin F. Gauntt	Greene	May 2, 1891
Alden A. Ogborn	Athens	March 1, 1894
B. Foraker Thornton	Hocking	October 25, 1894
Henry R. Wiles	Franklin	Sept. 16, 1899
William Swope	Clark	August 28, 1899
Bernard W. McCormick	Clermont	Nov. 24, 1899
Bliss J. Haskell	Hancock	Dec. 27, 1900

ELECTRICAL ENGINEERING—Concluded.

Name.	County.	Admitted.
Amor Brown	Montgomery	Nov. 6, 1893
Ira C. Seaburg	Holmes	May 21, 1891
John C. Weatherwax	Sandusky	Nov. 28, 1893

MECHANICAL ENGINEERING (Gas, Steam, Pumps, Heat, Plumbing, etc.)

Name.	County.	Admitted.
Harley B. Scarret	Highland	June 8, 1899
Hewitt J. Stratton	Athens	August 22, 1893
Roy R. Price	Tuscarawas	August 14, 1901
Elmer Snyder	Ashland	October 24, 1899
Curtis A. Jones	Darke	June 20, 1898
George W. Holmes	Clermont	Sept. 7, 1898
Eldon Musser	Williams	October 7, 1898
Dallas Reed	Knox	January 23, 1896
Lewis Huffman	Clark	May 2, 1896
Joseph Schraub	Hamilton	August 4, 1898
George W. Coss	Ottawa	Dec. 31, 1896
Frank W. Elliott	Wood	March 30, 1900
Roy F. Walker	Richland	Sept. 19, 1891
Alfred Meese	Cuyahoga	August 31, 1898
Walter J. Chance	Union	August 21, 1891
Burley Grandstaff	Muskingum	August 28, 1894
George W. Oeschlager	Darke	July 3, 1893
Ross A. Prince	Stark	August 12, 1901
John W. Sommers	Summit	June 18, 1900
Benj. Richardson	Cuyahoga	June 2, 1898
Harvey Morrison	Hancock	October 16, 1898
Walter Pearson	Montgomery	March 21, 1900
John E. Forgrave	Licking	Sept. 2, 1898
Franklin Kauffman	Miami	July 3, 1895
George Wade	Warren	June 7, 1897
Joseph Schryer	Cuyahoga	January 25, 1896
Clifford Parsons	Holmes	October 12, 1899
Herman Schraub	Hamilton	August 4, 1898
Leroy Burton	Clinton	August 10, 1901
Frank L. Hutchison	Hancock	Nov. 26, 1901
Walter E. Neibert	Montgomery	Sept. 17, 1897
Willard Dolch	Hamilton	Nov. 23, 1896
Wesley Bowland	Fairfield	May 7, 1902
Willis Gardner	Noble	Dec. 29, 1897

FARM AND GARDEN.

Name.	County.	Admitted.
Charles Weirer	Montgomery	July 27, 1898
Frank A. Krabach	Montgomery	January 17, 1900
Lemuel Tritch	Hancock	May 30, 1898
Carl C. Carsey	Athens	March 27, 1900
Fred V. Newland	Hardin	October 22, 1890

FARM AND GARDEN—Concluded.

Name.	County.	Admitted.
Benj. Finch	Huron	August 30, 1898
Albert Kelly	Lawrence	July 23, 1897
Christopher Anderton	Perry	Nov. 27, 1894
James J. Larason	Franklin	February 19, 1900
Frederick Phillips	Montgomery	August 29, 1898
Philander Swartwood	Summit	July 22, 1897
Charles McGraw	Fayette	February 21, 1901
Stacy Fizer	Ottawa	May 8, 1896
Isam Lane	Scioto	August 6, 1894

FLORIST.

Name.	County.	Admitted.
Sidney Phillips	Cuyahoga	Sept. 18, 1900
Charles E. Peters	Wood	January 31, 1896
Pearl Cotterall	Ross	Sept. 6, 1890
Matthew E. Nettle	Summit	August 28, 1899
Louis B. Lander	Cuyahoga	July 21, 1897
Ned Carl	Stark	July 26, 1895
Melvin Williamson	Hancock	July 27, 1893
Kora C. Bolieu	Darke	October 24, 1898
Harry B. Ackerman	Harrison	August 12, 1896
Albert W. Snyder	Muskingum	October 13, 1900
James F. Johnson	Fayette	February 14, 1895
Elmer Rockwell	Scioto	August 30, 1899
Charles H. Sage	Montgomery	June 30, 1901
James B. Burns	Hamilton	January 27, 1896
Henry Wolf	Cuyahoga	July 15, 1899
Leroy Campbell	Hamilton	Nov. 23, 1896
Arthur Rice	Huron	Sept. 5, 1893

MASONRY AND PLASTERING.

Name.	County.	Admitted.
Frank Lewis	Trumbull	February 24, 1898

PAINTING.

Name.	County.	Admitted.
Harry P. Bogan	Wood	Sept. 27, 1898
Grover C. Pfeifer	Franklin	August 23, 1897
John C. Saupp	Montgomery	August 29, 1898
Roy C. Walker	Brown	June 17, 1897
Glenn Gow	Franklin	February 24, 1902
Charles Snyder	Greene	August 8, 1901

PRINTING.

Name.	County.	Admitted.
Samuel M. Courter	Montgomery	August 30, 1897
William Steiner	Montgomery	Sept. 20, 1898
Wesley Henry	Morgan	August 18, 1891
Willie E. Howard	Huron	Nov. 8, 1900
Earl Warner	Medina	April 11, 1901
Rolland E. Funk	Putnam	February 28, 1898
Thomas W. Sturr	Montgomery	Sept. 1, 1900
Henry Snyder	Summit	July 21, 1897
Charles I. Glenn	Van Wert	August 24, 1893
Kyle L. Smith	Franklin	August 29, 1896
Earl M. Mason	Ashland	October 5, 1898
Vernon Swartz	Preble	May 20, 1895
Arthur Stewart	Meigs	March 23, 1893
Elmer Hart	Greene	Nov. 21, 1899
Emmett H. Graham	Wyandot	July 15, 1892
Leo J. Fitzgerald	Ottawa	April 28, 1893
Homer Kintigh	Defiance	July 15, 1899
David P. Edwards	Cuyahoga	July 31, 1896
Albert Bauer	Franklin	July 28, 1896
Rupert Bailey	Champaign	July 5, 1894
George Warehime	Athens	July 13, 1898
Edwin King	Medina	June 19, 1891
Earl Dear	Lucas	July 10, 1897
Benj. H. Courter	Montgomery	August 19, 1897
Quinton Mason	Sandusky	August 30, 1897

SHOEMAKING.

Name.	Connty.	Admitted.
Wade Williams	Auglaize	February 16, 1895
Osten W. Stephens	Clinton	October 25, 1894
Charles L. Lewis	Jackson	Sept. 1, 1899
Benj. H. Daveler	Montgomery	Sept. 25, 1899
John Tyrell	Franklin	Nov. 21, 1899
Perry Partlow	Paulding	May 22, 1891
Blaine Hughes	Adams	Sept. 7, 1898
Claude C. Bowser	Lawrence	August 4, 1897
Amos Sheets	Gallia	July 25, 1896
Harry Simpson	Knox	March 1, 1900
Minor W. Swineford	Ashland	February 2, 1900
Frank Van Zant	Highland	August 6, 1897
Charles Brown	Clark	October 19, 1898
George I. Barbour	Huron	October 29, 1894
Campbell E. Lucas	Auglaize	July 22, 1896
Rolland Sheaward	Butler	October 13, 1900
John Sommers	Summit	June 18, 1900
Leroy Sturtevant	Cuyahoga	Nov. 7, 1901
Wilbur Walker	Fayette	August 28, 1899
Henry Custer	Scioto	August 29, 1898
Arthur Fluker	Montgomery	August 31, 1899
Ellis V. Long	Williams	January 22, 1902
William H. Proctor	Butler	January 24, 1902
David Larason	Franklin	February 19, 1900
Clyde Christy	Tuscarawas	August 3, 1899

STENOGRAPHY.

Name.	County.	Admitted.
May O. Findley	Ross	Sept. 17, 1890
James B. Kintigh	Defiance	July 27, 1899
Clifford Pollock	Hamilton	Nov. 6, 1899
Willard Earl	Erie	Nov. 16, 1897
Mary McGarry	Noble	February 5, 1897
Gussie Van Moss	Medina	Nov. 17, 1891
Hazel K. McChesney	Adams	July 13, 1897
Myrtle R. Thornton	Hocking	October 25, 1894
Clifford A. Britton	Montgomery	August 30, 1898
Clifford Brown	Montgomery	October 6, 1893
Clarence E. Miller	Jefferson	Sept. 23, 1899
Margaret O'Neil	Marion	Sept. 18, 1900
Zola Houston	Noble	July 28, 1897
Blanche R. Brower	Putnam	Nov. 22, 1893
Blanche J. Mann	Hamilton	July 10, 1895
Ferdinand Carothers	Athens	July 9, 1894
Edna E. Hunter	Champaign	Sept. 11, 1893
Fannie B. Fuller	Knox	August 23, 1898
Ada M. Phillips	Madison	August 30, 1898
Clara Bauer	Franklin	July 28, 1896
M. Frances Foose	Athens	July 2, 1895
Artella S. Harris	Hancock	Sept. 25, 1888
Edward W. Smith	Washington	July 28, 1897
Thomas W. Cook	Clarke	Sept. 21, 1899
Barton D. Glenn	Van Wert	August 24, 1893
Mary L. Doudna	Morgan	Sept. 21, 1894
Charles H. Hamilton	Darke	Sept. 26, 1892
Arthur C. Burns	Sandusky	April 17, 1897
Elsie Everhart	Greene	Dec. 30, 1895
Ida Fowler	Cuyahoga	Sept. 29, 1897
Minnie M. Jones	Cuyahoga	June 29, 1900
H. Jessie Hill	Clermont	October 25, 1890
Ada E. Enochs	Clark	February 21, 1891
Blanche E. Newell	Wood	June 24, 1893
Don E. Peck	Clark	August 22, 1898
Clyde S. Stillwell	Belmont	Sept. 24, 1900
Werley Allen	Summit	October 21, 1892
Nellie Work	Clermont	August 29, 1898
Cleo D. Wertz	Stark	July 13, 1893
Lucile M. Sadler	Hamilton	July 11, 1896
Alma E. Henry	Lawrence	August 26, 1897
Esther L. McCormick	Clermont	June 27, 1900
Katherine Wolfe	Cuyahoga	March 1, 1894
Bertha L. Bowman	Madison	August 24, 1894
Harry Edwards	Meigs	Sept. 24, 1896
Fred Wolfert	Highland	March 28, 1898
Rose M. Culver	Noble	Sept. 21, 1899
Belvia Burkholder	Miami	August 29, 1898
Bessie Rininger	Hamilton	March 24, 1894
Agnes M. Wallace	Montgomery	Nov. 26, 1898
Howard Burns	Sandusky	April 17, 1897

ANNUAL REPORT

TELEGRAPHY.

Name.	County.	Admitted.
Raymond C. Carter	Washington ..	April 9, 1900
Lanford L. Cox	Allen	February 22, 1898
J. Herbert Baker	Highland	April 24, 1899
Walter Steiner	Montgomery	Sept. 20, 1898
John Taylor	Warren	July 5, 1898
Peter Carter	Hamilton	October 21, 1898
Fred L. Clark	Belmont	October 4, 1898
George W. Wilson	Shelby	July 11, 1893
Florence G. Neibert	Montgomery	Sept. 17, 1897
George Johnson	Gallia	July 16, 1895
Carl Herring	Hamilton	January 19, 1895
Walter B. Deeser	Tuscarawas	July 16, 1895
Bon Boys	Summit	April 26, 1898
Karl O. Brown	Miami	October 16, 1897

TINNING.

Name.	County.	Admitted.
Jerome Sadler	Hamilton	July 11, 1896
Gordon Schifford	Lucas	June 1, 1893
William T. Bolton	Adams	May 6, 1901
George D. Carl	Stark	July 26, 1895
John Cooley	Columbiana	August 31, 1898
Sheridan Crouse	Crawford	June 22, 1893
Harry Alberger	Hamilton	Nov. 23, 1892
Carl Strait	Lucas	Nov. 18, 1895
Frank Specht	Belmont	July 22, 1897
Otto Thorpe	Van Wert	July 9, 1894
William Stewart	Trumbull	Sept. 6, 1898
James Hynes	Belmont	October 6, 1898
Benj. J. Long	Scioto	July 23, 1897
Fayette F. Howard	Morrow	July 22, 1896

STOREROOM.

Name.	County.	Admitted.
Charles LePelley	Cuyahoga	March 23, 1896

RECAPITULATION.

Occupation.	Total.	Boys.	Girls.
Baking	10	10
Blacksmithing.	8	8
Butchering	7	7
Carpentering	16	16
Cooking, kitchen	4	4
Clothing	27	6	21
Domestic economy	114	114
Domestic economy, (sewing only).....	9	9
Electrical engineering.....	16	16
Farm and garden	14	14
Florist	17	17
Masonry and plastering	1	1
Mechanical engineering,	34	34
Painting	6	6
Printing	25	25
Shoemaking	25	25
Stenography	53	19	34
Telegraphy	14	13	1
Tinning	14	14
Storeroom	1	1
	<hr/> 416	<hr/> 236	<hr/> 180

Annual Report of the Financial Officer.

SOLDIERS' AND SAILORS' ORPHANS' HOME,
XENIA, OHIO, *November 15, 1902.*

To the Honorable Board of Trustees:

GENTLEMEN: I have the honor to submit to you the following report of receipts and disbursements for the fiscal year, together with the balances remaining in my hands and the balances in the state treasury to the credit of the various funds. This includes a full statement of all bills up to date.

The report also includes a roster of all officers and employes connected with the institution during said year, together with kind of service rendered and amount paid each.

The system of competitive bidding has been used in purchasing all supplies for the institution.

Respectfully submitted,

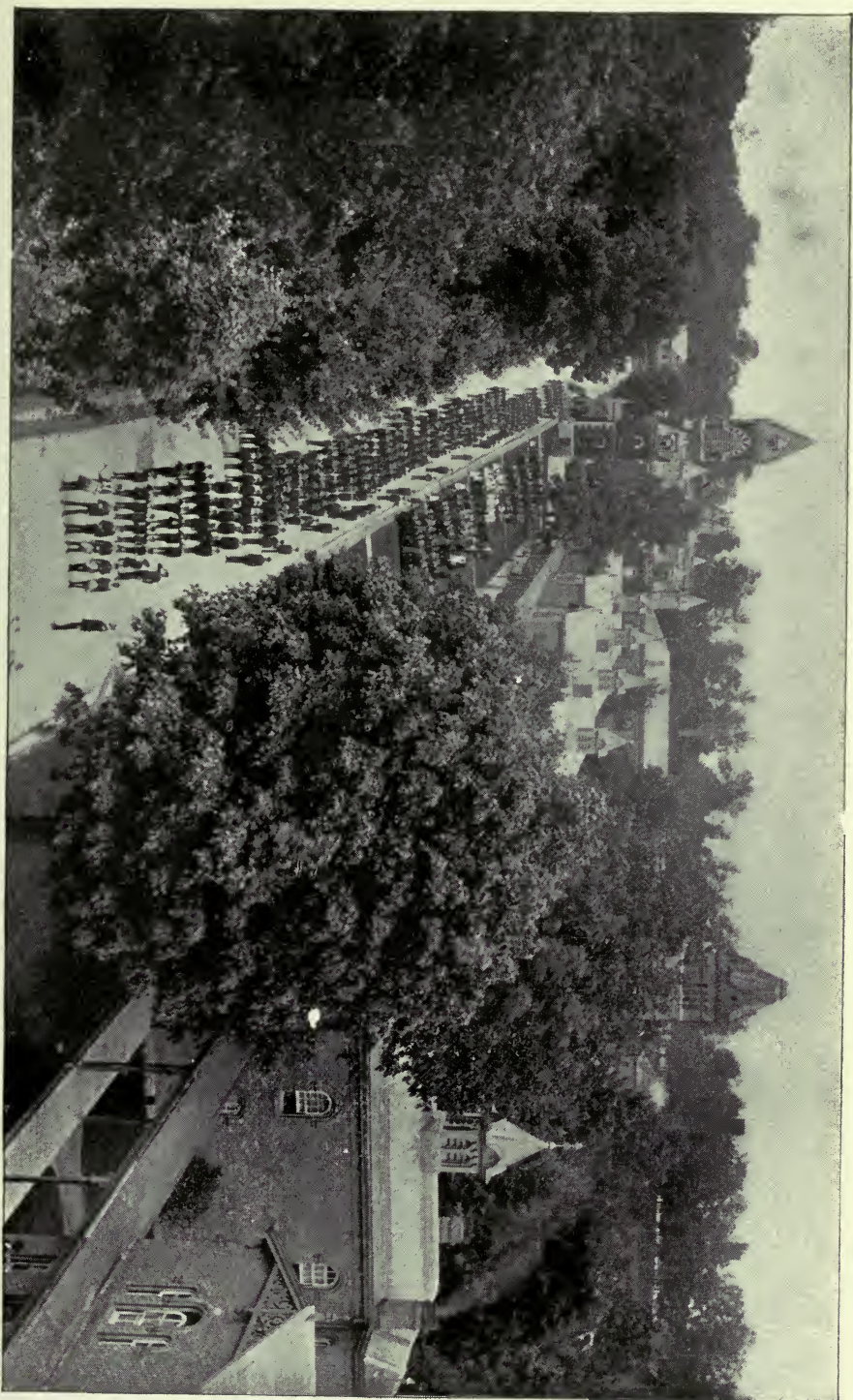
ORIN C. BAKER,
Financial Officer.



"AMAZON DRILL"—PHYSICAL CULTURE CLASS.



"GREEK MIRTH DRILL"—PHYSICAL CULTURE CLASS.



MARCHING TO SCHOOL.

TABLE No. I.—MISCELLANEOUS RECEIPTS.

FROM WHAT SOURCE.	December, 1901.	January, 1902.	February, 1902.	March, 1902.	April, 1902.	May, 1902.	June, 1902.	July, 1902.	August, 1902.	September, 1902.	October, 1902.	November, 1902.	Total.
Meat department.....		\$408 18	\$716 09		\$2 90			\$241 58		\$238 85		\$647 73	\$2,253 43
Shoe department.....				\$25 00				40 00		25 00			8 90
Printing department.....	\$221 08	143 20					\$20 00	29 00					110 00
Storekeeper's department.....	49 50	6 00	523 00						\$361 12				393 28
Farm department.....	1 88									116 00	\$1 71	55 65	7,111 27
Miscellaneous.....			30 00			\$30 00				13 10		18 78	35 47
Interest on \$1,000 bond.....								90 00				36 00	90 00
Net earnings rebated.....													90 00
Salaries of foremen and instructors rebated.....			20 00								18 75		38 75
Totals.....	\$272 46	\$557 38	\$1,289 09	\$25 00	\$8 90	\$30 00	\$20 00	\$400 58	\$361 12	\$363 95	\$20 46	\$752 16	\$4,131 10

ANNUAL REPORT

TABLE NO. II.—TABULAR STATEMENT SHOWING RECEIPTS, BALANCES AND DISBURSEMENTS FOR THE FISCAL YEAR.

NAME OF APPROPRIATION.	Net balance at close of business, November 15, 1901, in hands of Financial Officer and State Treasurer.	Amount received from other sources than State Treasurer from November 15, 1901, and credit to the proper fund.	Appropriations for 1901 to 1902.	Total to be accounted for.	Total amounts disbursed.	Net balance of Appropriations at close of business, November 15, 1902, in hands of Financial Officer and State Treasurer.
Current expense.....	\$21,218 97	\$4,002 35	\$122,500 00	\$147,721 32	\$119,151 18	\$28,570 14
Salaries of officers, matrons, teachers, exp. trustees and b'd visitors.....	3,633 36	25,500 00	31,533 36	23,857 39	9,546 87
Ordinary repairs and improvements.....	3,049 74	18,381 35	17,130 70	13,575 97	3,553 02
Industrial pursuits.....	2,161 66	9,500 00	12,544 70	8,519 69	3,824 77
Salaries of foremen and instructors.....	191 68	11,500 00	12,544 70	10,594 86	3,069 43
Net earnings.....	129 68	38 75	2,200 00	2,441 68	1,773 00	568 08
Chapel services, amusements, library, pictures.....	42 26	80 00	1,500 00	1,582 26	783 15	749 11
Support for orphans outside.....	3,366 10	4,000 00	*7,396 10	5,633 15	*1,123 15
Water tower, deficiency.....	10,318 65	10,318 65	9,030 74	1,310 96
Furniture and carpets.....	2,000 00	2,000 00	1,877 92	222 08
Boilers, hot water system, rebuilding and replacing bath houses.....	32,000 00	32,000 00	38 25	31,941 75
Totals.....	\$38,508 43	\$4,131 10	\$234,500 00	\$277,139 53	\$198,475 55	\$78,062 87

*Lapsed—Support orphans outside, \$601 81.

TABLE NO III.—TABULAR STATEMENT SHOWING AMOUNTS DISBURSED MONTHLY FROM NOV. 15, 1901, TO NOV. 15, 1902.

FUNDS.	FUND.												
	Dec mber, 1901.	January, 1902.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	Total.
Current expenses	\$13,896 52	\$7,406 67	\$1,954 71	\$15,544 32	\$9,480 75	\$15,200 45	\$9,892 02	\$7,793 18	\$7,695 32	\$8,346 58	\$10,435 06	\$11,445 00	119,151 18
Salaries of officers, matrons, teachers; expenses trustees and board of visitors	2,131 88	1,919 81	1,950 50	2,705 13	2,400 08	2,474 14	2,885 03	1,526 80	1,437 91	1,844 40	2,292 47	2,290 18	25,987 39
Ordinary repairs, etc	1,052 27	1,471 87	524 71	2,713 49	943 16	1,770 80	596 94	806 25	1,184 91	750 73	1,274 65	1,186 19	14,875 97
Industrial pursuits	761 12	729 62	353 77	1,031 14	641 00	1,066 31	404 18	280 33	701 99	288 46	606 75	905 23	8,519 97
Salaries of foremen and instructors	723 34	743 34	714 34	982 34	917 84	904 17	1,010 67	808 00	823 33	985 42	1,008 34	1,022 83	10,594 96
Net earnings	123 95	15 00	52 65	30 00	45 00	75 00	1,455 00	45 00	45 00	45 00	30 00	15 00	1,976 00
Chapel services, amusements, library and pictures	25 00	15 00	2 00	197 75	180 30	25 00	136 80	44 66	125 44	41 20	793 15
Support orphans outside	1,160 42	565 41	1,088 96	889 23	130 15	1,200 96	714 51	5,639 64
Water tower, deficiency	3,358 00	200 50	355 40	228 30	11 40	4 50	4,745 00	97 50	9,001 70
Furniture and carpet	76 20	16 90	1,305 33	59 88	61 25	165 90	191 86	1,877 32
Bollers, hot water system, re-building and replacing bath houses.....	22 50	10 00	2 10	9 85	13 80	58 25
Totals	\$20,474 50	\$12,956 72	\$6,591 04	\$20,365 02	\$14,718 42	\$23,559 95	\$16,849 49	\$12,023 85	\$13,300 00	\$17,063 00	\$16,135 96	\$17,836 40	198,475 55

DAILY ENROLLMENT.

Days.	Nov. '01	Dec.	Jan. '02	Feb.	March.	April.	May.	June.	July.	August.	Sept.	October.	Nov.
1.	828	828	828	828	827	825	824	823	758	764	771	774	784
2.	828	828	828	828	827	825	824	823	757	764	773	777	784
3.	828	828	828	828	826	825	824	823	757	763	776	777	784
4.	828	828	828	828	826	825	824	823	756	763	776	778	785
5.	828	828	828	828	826	824	824	823	756	763	776	778	785
6.	828	828	828	828	826	824	824	823	755	762	776	778	786
7.	828	828	828	828	826	824	824	823	755	762	776	779	785
8.	828	828	828	828	826	824	824	823	762	761	776	780	785
9.	828	828	828	828	826	824	824	823	762	761	776	778	785
10.	828	828	828	828	826	825	824	823	762	761	776	776	785
11.	828	828	828	828	826	825	824	823	763	758	776	776	785
12.	828	828	828	828	827	825	824	823	762	757	776	773	785
13.	828	828	828	828	827	826	824	823	763	757	776	773	785
14.	828	828	828	828	827	826	824	823	764	757	776	773	785
15.	828	828	828	828	827	826	824	823	764	757	777	773	785
16.	828	828	828	828	827	826	824	823	764	758	778	773	785
17.	828	828	828	828	827	826	824	823	764	757	773	773	785
18.	828	828	828	828	827	826	824	823	764	756	773	779	785
19.	828	828	828	827	826	826	824	823	764	756	773	779	785
20.	828	828	828	827	826	826	824	756	766	756	773	779	785
21.	828	828	827	827	826	826	824	752	766	756	773	781	785
22.	828	828	828	827	826	826	824	752	765	756	773	781	785
23.	828	828	828	827	825	825	823	752	765	756	773	781	785
24.	828	828	828	827	825	825	823	752	767	756	773	781	785
25.	828	828	828	827	825	825	823	752	767	756	773	781	785
26.	828	828	828	827	825	825	823	752	765	786	773	781	785
27.	828	828	828	827	825	825	823	752	765	766	773	781	785
28.	828	828	828	827	825	825	823	752	765	767	773	782	785
29.	828	828	828	827	825	825	823	752	765	770	773	784	785
30.	828	828	828	827	825	825	823	752	765	771	773	784	785
31.	828	828	828	827	825	825	823	752	765	771	773	784	785
	12,420	25,668	25,667	23,174	25,607	24,756	25,536	23,984	23,639	23,572	23,234	24,116	11,772

Total 293,145.

Daily Average 803.

COST PER CAPITA FOR 1902.

Total amount of current expenses	\$119,151 18
Total amount of receipts from outside sources.....	4,002 38
Net amount of current expense, as received from state treasury	115,148 83
Total amount of support of orphans outside	5,639 64
Salaries of officers, matrons, teachers, expenses of trustees, board of visitors and visiting county homes.....	25,987 39
Daily average number of children in the Home	803
Daily average in county homes	55
Average supported by the Home	858
Per capita cost from total current expense	148 38
Per capita cost from total current expense, salaries of officers, matrons, teachers, expenses trustees and board of visitors.	180 75
Per capita cost from total amount expended for all purposes, (except permanent improvement,) \$172,225 34, based on the total daily average number of pupils supported by the Home	200 73
Per capita cost from total amount expended for all purposes, (except permanent improvement,) \$172,225 34, based on the total daily average number of pupils supported by the Home, and daily average number of officers and employees.	167 53

DETAILED EXHIBIT

OF EXPENDITURES FOR FISCAL YEAR ENDING NOVEMBER 15, 1902.—

CURRENT EXPENSE.

Articles Purchased.	Quantity.	Cost.
Butter	45,863 pounds.....	\$ 8,604 51
Eggs	25,455 5-6 dozen ..	3,942 52
Cheese	6,614 pounds.....	688 84
Cereals—Corn meal.....	7,586 pounds.....	115 40
Cracked wheat.....	29 barrels	135 60
Crackers	8,439 pounds.....	371 21
Corn starch	370 pounds.....	25 16
Evaporated corn	3,047 pounds.....	173 65
Flour, wheat.....	935 barrels	3,212 20
Hominy	10 barrels	36 80
Macaroni	1,395 pounds.....	57 00
Oat meal	24 barrels	118 00
Rice	14,190 pounds	626 71
Tapioca	506 pounds	24 46
Yeast.....	190 pounds	28 50
Baking powder.....	1,290 pounds	384 60
Fruits, canned—Apples	40 dozen gallons..	115 00
Cherries.....	120 dozen	235 00
Peaches	308 dozen	405 80
Pineapples	12 dozen	15 00
Fruits, evaporated—Prunes	14,330 pounds	779 03
Raisins	285 pounds.....	28 75
Currants	370 pounds	33 55
Apples	4,194 pounds	324 40
Apricots	9,384 pounds	747 88
Peaches	11,161 pounds	756 62
Fruits, green—Apples..	739 1/4 bushels	588 67
Bananas	178 bunches	207 49
Blackberries	58 bushels	192 50
Cherries.....	21 bushels	58 50
Currants	8 bushels	30 00
Grapes	5,062 1/2 pounds....	100 61
Lemons	17 boxes	63 00
Oranges	66 boxes	204 55
Peaches	47 1/4 bushels	72 60
Pears.....	130 1/2 bushels	148 60
Pineapples	9 dozen	13 50
Plums	47 1/4 bushels	139 10
Quinces	19 bushels	21 25
Strawberries	50 bushels	114 50
Apple butter	2,627 pounds.....	128 11
Groceries—Miscellaneous.....		1,850 34
Coffee	8,524 pounds.....	1,235 02
Molasses, New Orleans	212 gallons	48 30
Molasses, maple	119 gallons	81 40
Syrup	2,917 1/2 gallons	647 19
Sugar, "A"	21,534 pounds	979 06
Sugar, loaf	504 pounds	26 19
Sugar, granulated	56,057 pounds	2,659 32
Sugar, powdered	584 pounds	27 62
Tea	614 pounds	265 39
Vinegar	609 gallons	49 87
Meats, fresh—Beef cattle	214,921 pounds....	11,386 85
Lambs	7,510 pounds	372 42
Pork	7,086 1/2 pounds....	588 35
Sausage	820 pounds	65 40

CURRENT EXPENSE.—Continued.

Articles Purchased.	Quantity.	Cost.
Meats, fresh—Veal.....	31,113½ pounds..	\$ 1,625 21
Meats, cured—Salt bacon	3,039 pounds.....	362 82
Ham sausage	1,710 pounds.....	78 73
Dried beef	2,794 pounds.....	337 28
Hams	16,382 pounds.....	1,906 20
Wienerwurst	116 pounds.....	14 50
Poultry—Chickens	172½ dozen.....	557 78
Chickens	1,536 pounds.....	123 87
Turkeys	4,169 pounds.....	345 36
Fish—Fresh.....	13,460 pounds.....	1,226 25
Salt	13 tubs.....	42 70
Oysters	543 gallons.....	549 50
Oysters	139 cans.....	69 50
Lard	13,789½ pounds.....	1,423 32
Vegetables—Beans, dried	17,425 pounds.....	525 57
Beans, lima	1,240 pounds.....	61 65
Beans, string.....	105 bushels.....	128 55
Cabbage	35 barrels.....	54 50
Cantaloupes.....	38 75
Corn, canned.....	80 dozen.....	56 00
Corn, green	849 1-6 dozen.....	79 17
Cucumbers.....	28 dozen.....	10 95
Onions	52¼ bushels.....	79 03
Peas, canned.....	60 dozen.....	52 00
Peas, green	12 bushels.....	15 05
Potatoes, Irish	2,933 7-12 bushels.....	2,200 56
Potatoes, sweet	181 barrels.....	386 25
Pumpkins.....	584.....	60 52
Tomatoes, canned	150 dozen gallons.....	500 00
Tomatoes, fresh.....	17 bushels.....	20 20
Watermelons	300.....	70 00
Soap—Toilet	169 boxes.....	573 25
Laundry	1,505 21
Coal—steam.....	7,973½ tons.....	15,778 97
Labor	1,046 70
Hardware	180 75
Postage	637 25
Telephone and telegraph.....	272 34
Express and freight	53 29
Transportation and expenses	1,978 33
Merchandise	784 49
Brooms	66 dozen.....	147 65
Silverware	70 00
Queensware.....	298 18
Dry goods—Miscellaneous	2,693 39
Dress goods—wool	1,553½ yards.....	628 82
Dress goods—long cloth.....	3,644¾ yards.....	283 16
Dress goods—gingham.....	2,371½ yards.....	191 11
Jeans.....	1,609¾ yards.....	1,610 11
Cassimere.....	238½ yards.....	298 13
Underwear.....	53 dozen.....	280 50
Muslin	13,905 yards.....	1,002 62
Buttons	548 07
Thread	366 88
Towels	128 1-6 dozen.....	151 76
Hosiery	217¾ dozen.....	482 73
Mittens and gloves.....	144 75
Handkerchiefs	240 dozen.....	123 88
Cloaking	299½ yards.....	456 74

CURRENT EXPENSE.—Concluded.

Articles Purchased.	Quantity.	Cost.
Dry goods—Bed clothes		\$ 494 15
Sheeting and ticking	3,136 yards	438 92
Table linen	1,302 yards	741 43
Napkins	35 dozen	53 50
Furnishing goods		395 00
Telescopes and trunks		109 80
Boys' discharge hats	67	103 00
Boys' hats	16 1-12 dozen	42 22
Girls' hats	31 1-12 dozen	161 95
School supplies		784 86
Drugs and hospital supplies		848 79
Alcohol	9 $\frac{7}{8}$ gallons	40 32
Funeral expenses	4	148 00
Dental supplies and dentistry		67 40
Seeds and plants		141 92
Straw	39 1-6 tons	193 72
Veterinary services		17 50
Cows and calves	9	360 00
Feed		318 30
Oats	390 bushels	117 00
Hay	18 4-5 tons	183 07
Horses	1	117 50
Cutting ice		204 32
Shoe shop supplies and leather		835 33
Oils	4 barrels	129 25
Fertilizer		42 00
Electric light		44 10
Miscellaneous		1,728 16
Employees' pay roll		20,351 95
Total		\$ 119,151 18

SALARIES OF OFFICERS, MATRONS, TEACHERS, TRUSTEES' EXPENSES
ETC.

Articles purchased.	Quantity.	Cost.
Trustees' expenses		\$ 545 96
Board of visitors' expenses		118 40
Salaries		25,323 03
Total		\$ 25,987 39

SALARIES OF FOREMEN AND INSTRUCTORS.

Articles purchased.	Quantity.	Cost.
Salaries		\$ 10,594 96

ORDINARY REPAIRS AND IMPROVEMENTS.

Articles purchased.	Quantity.	Cost.
Labor		\$ 1,498 89
Plumber's and engineer's supplies		4,236 05
Electrical supplies		586 13
Tin shop supplies		1,120 35
Pumps	1	657 60
Wire fence	400 rods	214 60
Cultivator	1	16 70
Lime, plaster, sand		40 75
Cement	59 barrels	142 25
Hardware		658 71
Brick and fire clay		37 00
Brushes		25 72
Glass		220 81
Paints, oils, varnish		1,439 25
Lumber		2,176 53
Freight		345 01
Furniture		125 81
Carpets	1,471½ yards	816 95
Carpet paper and stair pads		4 75
Rugs and mats		15 00
Linoleum and oil cloth	205 yards	56 90
Miscellaneous		440 21
Total		\$ 14,875 97

INDUSTRIAL PURSUITS.

Articles Purchased.	Quantity.	Cost.
Domestic economy supplies		\$ 1,906 75
Stenography supplies		84 02
Typewriters	3	234 00
Bookkeeping supplies		29 04
Electrical school supplies		193 28
Printing office supplies		228 84
Paper		1,069 87
Tailor shop supplies		117 70
Shoe shop supplies and leather		1,972 95
Tin shop supplies		9 10
Carpenter shop supplies and tools		269 69
Florist's supplies		279 07
Painter's supplies		29 25
Engineer's supplies		279 88
Machines	7	810 60
Oil	5 barrels	83 25
Blacksmith shop supplies		45 00
Barber shop supplies		77 91
Butcher shop supplies		12 70
Freight		132 82
Labor		11 00
Miscellaneous		643 27
Total		\$ 8,519 99

ANNUAL REPORT

NET EARNINGS.

Articles purchased.	Quantity.	Cost.
Net earnings.....	\$ 1,976 00

RELIGIOUS SERVICES, AMUSEMENTS, LIBRARY.

Articles Purchased.	Quantity.	Cost.
Religious services	\$ 265 00
Sunday school supplies	26 30
Music and song books	149 65
Entertainments	100 00
Books	8 00
Magazines and papers	123 46
Picture mats and mouldings.....	4 80
Base ball supplies.....	93 20
Miscellaneous	22 74
Total	\$ 793 15

SUPPORT OF ORPHANS OUTSIDE.

Articles Purchased.	Quantity.	Cost.
Maintenance of children.....	\$ 5,639 64

FURNITURE AND CARPETS.

Articles Purchased.	Quantity.	Cost.
Furniture	\$ 293 69
Carpets	2,269 yards	1,216 74
Carpet paper and stair pads	48 50
Linoleum and oil cloth.....	90 66
Rugs and mats	58 55
Curtains	139 50
Miscellaneous	29 68
Total.....	\$ 1,877 32

WATER TOWER DEFICIENCY.

Articles Purchased.	Quantity.	Cost.
Advertising.....	\$ 65 15
Expenses.....	176 45
Labor.....	1,083 83
Stone.....	94 70
Pipe, fittings, cement.....	2,263 77
Superintendent of construction.....	500 00
Interest.....	81 80
Water Tower.....	4,736 00
Total.....	\$ 9,001 70

BOILERS, HOT WATER SYSTEM, ETC.

Articles Purchased.	Quantity.	Cost.
Labor.....	\$37 50
Expenses.....	20 75
Total.....	\$ 58 25

[illegible]

63

63



THE HOSPITAL.



READING ROOM OF A GIRLS' COTTAGE.

[illegible]

Reports of Departments.

REPORT OF PHYSICIAN.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—I am pleased to submit to you my first annual report of the medical department of the O. S. & S. O. Home, which includes the cases treated by Dr. A. C. Messenger to September 1, 1902. The following diseases were treated at the hospital wards:

Anæmia	4	Respiratory organs, Aponia...	2
Chorea	2	Bronchitis	46
Colic	2	Catarrhal cold	9
Convulsions	1	Croup	23
Constipation	1	Laryngitis	1
Dysmenorrhœa.....	10	Pharyngitis	85
Eruptive fevers, measles	234	Pleuritis	2
Chickenpox	30	Pneumonia	22
Fevers, Gastric	14	Tonsillitis, Acute.....	39
Malarial	8	Tonsillitis, Follicular.....	36
Simple	104	Rheumatism.....	12
Typhoid	1	Skin, Alopecia.....	1
Ptomaine poison	5	Belepharitis marg.....	8
Glossitis	1	Boils	3
Cystitis	1	Eczema	16
Inflammation of tooth	2	Erythema.....	3
Indigestion.....	70	Herpes	3
Inflammation of bowels.....	1	Prurigo	14
La Grippe	64	Scabies	17
Migraine	18	Hordeolum	4
Menorrhagia	3	Urticaria	5
Neuralgia	3	Sore feet	1
Otitis	17	Splenitis	1
Parotitis	1	Spinal irritation.....	2
Paralysis	1	Syncope.....	2
Poison (ivy)	3	Torticollis	2
Pupuera	1		

SURGICAL CASES.

Abcess, Alveolar	2	Cherry seed in ear	1
Ear	4	Dislocation of wrist	1
Face	4	Fracture, Clavicle	1
Jaw	4	Accidental, Swallowed tack ..	1
Thumb	1	Swallowed needle	3
Amputation, finger	3	Swallowed pin.....	1
Amputation, toe nail.....	1	Swallowed marble.....	1

Severe burns.....	4	Wounds, Thigh.....	1
Contusions, Knee.....	1	Knee.....	2
Eye.....	2	Eye.....	4
Head.....	4	Lacerated hand.....	1
Spine.....	4	Leg.....	2
Ankle.....	6	Hand.....	3
Arm.....	2		
Foot.....	1		
Mouth.....	1		
Total number of cases treated in hospital wards.....	1,010		
Total number of new children quarantined on admission....	143		
Total.....	1,153		
Deaths.....	2		

In addition to the above I have held daily clinics at my office and made 2,457 prescriptions since September 1, 1902, or an average of 32 daily.

I have examined the eyes of 49 of the children, and found that 26 of them had optical defects that required the use of lenses to give proper vision and prevent eye strains.

The general health of the children during the past year has been very good, and but for an epidemic of measles (234 cases) the total number of cases treated in the hospital would not exceed that of previous years.

Smallpox has been and is now epidemic in Xenia and five cases of smallpox were quarantined within 200 yards of the grounds. Many of the children returning from their vacation came from districts badly infected with smallpox, and our quarantine of cases supposed to have been exposed has necessarily been rather rigid; and I feel the necessity of keeping the children and employes within the grounds as much as possible, that we may escape an epidemic this winter.

I have made frequent examinations of the food supplied and find it is of good quality and furnished the children in good quantity.

Mrs. Elizabeth Millard and Miss Lu Elmore are the nurses in charge of the hospital wards, and whenever occasion requires others are employed to assist them. The many good recoveries from serious illness and the rapidity with which cases are handled indicate the excellent character of their work and their faithfulness to duty.

The dental work has been looked after by Dr. G. I. Gunkel, of Greenville, Ohio, who was employed on Mondays and Tuesdays of each week of the school year. I find a large amount of dental work at present to be done.

I am especially thankful to you for the courtesies extended to me and for your prompt assistance in improving the sanitary and general condition of the wards and central hospital building.

Respectfully submitted,

W. C. HEWITT, M. D., *Resident Physician.*

REPORT OF THE EDUCATIONAL DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—Following is a report of the educational department for the year ending November 15, 1902:

There were enrolled in the schools 944 pupils, 575 boys and 369 girls; 528 of these in school all day, and 416 in school one-half of each day, spending the other half at their trades.

There are twenty-nine teachers in the corps, including the supply teacher, and the special teachers of drawing, music, physical culture, and science. The following table shows the arrangement of the teachers in the schools:

High school teachers:

Literature and rhetoric.....Miss Fannie Gibbons,
Mathematics and general history, Miss Mabel Barber,
Science and laboratory work ...Mr. J. Howard Spohn.

Industrial teachers:

Stenography and typewriting ...Miss Charlotte Cartmell,
Telegraphy and typewritingMiss Laura Chamberlin.

Domestic Science:

Cookery Miss Sarah Landes,
Sewing, cutting, and fitting.....Miss Mary Greening.

Special teachers:

Music and choir director.....Miss Sara E. Collins,
Drawing, basketry, weaving, clay
work, etc Miss Rae Berlet,
Physical culture Miss Ada Steele.

Grade teachers:

Eighth gradeMiss Margaret Leech,
Eighth gradeMiss Minnie Wall,
Seventh gradeMiss Gertrude Rupel,
Seventh gradeMiss Ora Eastman,
Seventh and eighth grades ...Miss Olive Flaughner,
Sixth gradeMiss Grace Van Winkle,
Sixth gradeMiss Flora Blazer,
Sixth gradeMiss Elizabeth Willson,
Fifth gradeMiss Anna D. Stratton,
Fifth grade.Miss Frances Bradley,
Fifth grade.Miss Anna U. Brown,
Fourth grade.....Miss Florence Briggs,
Fourth grade.....Miss Della Cannon,
Third and fourth gradesMiss Jane Nesbitt,
Third grade.....Miss Laura Cleland,
Second gradeMiss Virginia Boatright,
First gradeMiss Ida Patterson.

Supply teacher.....Miss Anna Seaburg.

The present term opened September 2nd, with five new teachers. They are Misses Mary Greening, Flora Blazer, Della Cannon, Laura Cleland, and Anna Seaburg, (supply). Miss Cleland was appointed by the Board at the September Board meeting to take the place of Miss Carrie Cline who was transferred to a cottage as matron. The following teachers resigned their positions since my last report: Miss Viola Eyler, at the end of the fall term: Miss Ada Clarke, Miss Nellie Greening and Miss Margaret Henry at the end of the school year. Miss Olive Flaughier was appointed to take Miss Eyler's place and Miss Gertrude Rupel (supply) was given Miss James's place.

The high school this year has 21 seniors, 44 juniors, and 18 post graduates. The last named class is composed pupils who, at their own request, were given an extra year in order better to prepare themselves for their future work. I arranged for them a course of work aiming to give them the studies which will best prepare them for their chosen occupations. Those in the electrical department are studying English, chemistry and advanced work in mathematics. The stenographers are studying algebra, and will have a review of the common branches. One girl is reviewing the common branches, with a view of preparing for teaching, and is receiving some training as supply in the grades.

Two members of last year's class are this year attending college, free scholarships having been secured for them. One is attending Wittenberg College, and the other the Ohio Wesleyan University.

In June twenty-five pupils were graduated from the high school, nineteen from the school of stenography, four from the school of telegraphy, and twenty-six from the school of domestic economy. The graduating exercises were held in the chapel on the evening of June eighteenth, at which time diplomas were presented to all of these classes. The exercises consisted of music by the Home choir and an oration by each member of the class. Following is a copy of the commencement program:

Class Day, Wednesday, June Eleventh.

Baccalaureate Sermon, June Sixteenth, by Rev. S. E. Martin.

PROGRAM.

Baritone Solo and Ladies' Chorus, "List the Cherubic Host,"

Gaul.

Solo by Howard Shoemaker, Chorus by Choir.

Invocation,

Rev. J. S. Edenburn.

Music, "Song of the Vikings,"

Eaton Fanning.

Choir.

A Message to Garcia,

Don E. Peck.

William Wallace,

Artella S. Harris.

Lights of the Battlefield,

Mary Lora Doudna.

Tuskegee,

Elmer Hart.

Girls' Chorus, "Sweetest May,"

Mrs. O. D. Evans.

Theme—Growth of America:

Character of the Settlers,	Ada May Phillips.
British Oppression,	Edna Elma Hunter.
Establishing the Government,	George W. Oelschlagel.
Achievements,	Fannie Belle Fuller.
Opportunities Offered,	Mary Work.
Value of American Labor,	Vernon L. Swartz.
The American Writers,	Clara M. Bauer.
The United States, a World Power,	Walter Standard Chance.
Male Chorus, <i>a</i> "Until the Dawn,"	<i>Parks.</i>
<i>b</i> "Arion Waltz,"	<i>Vogel.</i>
Glee Club.	
Young Men's Christian Association,	Kyle L. Smith.
Singleness of Aim,	Alfred H. Meese.
Queen Elizabeth as a Woman,	Esther Lee McCormick.
Napoleon—Eulogy,	Werley R. Allen.
Investive,	Arthur C. Burns.
A Modern Philanthropist,	Barton D. Glenn.
Quintet, "Awake, the Night is Beaming,"	
Lillian Wilson,	From Opera, <i>Elisire D'Amore.</i>
Jessie Hill,	Howard Shoemaker,
Blanch Brower,	John Weatherwax.
<i>Theme—Manual Training:</i>	
The Housekeeper,	Lucy L. Powers.
The Shoemaker,	William Osten Stephens.
The Printer,	Charles Irvin Glenn.
The Telegrapher,	George W. Wilson.
The Stenographer,	Edward N. W. Smith.
The Electrician,	Alden R. Ogborn.
Finding One's Self,	Thomas W. Cook.
Presentation of Diplomas,	
Dr. H. C. Houston, Secretary of Board of Trustees.	
Chorus, "Estudiantina,"	<i>P. Lacome.</i>
Choir.	
Benediction,	Rev. J. S. Edenburn.

The department of domestic economy is composed of the school of cookery and the school of sewing, cutting and fitting. The girls spend two half days of each week in each of these schools. There were enrolled in this department within the last year 117 girls. There are 85 girls studying sewing in the sewing school at the present time. The work in this school is made both practical and intellectual, not only training the hand in executing but also the mind in designing and planning. The first year's work includes practice work, and the making of under garments. They also study how fabrics and other articles used in sewing are produced. In the second year, the girls take up dress making and advanced pattern drafting by the Storey Tailor System, each girl being required to draft all her own patterns. They are also taught the combination of colors, dress designing and finer needle work. Before a girl can receive a diploma at the end of

the second year, she is expected to have completed a sampler which includes six pieces of underwear, three dresses, pattern drafting, dress designing and to have written a paper on "Fabrics." The clothes made in the sewing school form their personal discharge outfits. In May, Miss Greening gave an exhibition of the work done in her department, which was examined and complimented by a number of visitors. Following is a list of garments made by the girls in the sewing school the past year, not including the first year's practice work: night gowns 72, under waists 62, white skirts 63, woolen dresses 38, graduating dresses 34, gingham dresses 27, under garments 66, white aprons 4, and shirt waists 7. Total, 314 garments.

There are enrolled at present in the school of cookery 79 girls: 26 seniors, 45 juniors, and 8 post graduates. Several small electric stoves, including a baker, and also a large portable range were added to the cooking school equipment in the last year and prove an effectual aid in the work. The school is collecting a reference library and a number of the best books in both theory and practice of cookery have been added. The course of instruction for junior class includes the weighing of food material, the consideration of various fuels, care of fires, composition of foods with their market values, and practical instruction with explanation in simple methods of cooking cereals, beverages, fresh and dried fruits, vegetables, eggs, small cuts of meat, biscuits, gems, plain cakes, and simple desserts. In the senior year, the course includes the preparation of soups, boiling and roasting of meat and fish, oysters in various ways, bread, salads, desserts, cakes and ices. In both grades, methods of arranging the table and table service receive special attention. Each pupil in the senior class is expected to cook and serve an entire meal before being entitled to a diploma. During the entire course instruction is given in the general care of the kitchen and dining room, including wood work, floors, sinks, refrigerators, etc. The proper method of selecting meats, poultry, vegetables, fruits and sundries are also taught. The senior class gave their annual graduating dinner, as usual, in the middle of May. The Board of Trustees and their wives, and a number of other invited guests were present. The dinner, consisting of seven courses, was served in the school hall, which the girls had elaborately decorated for the occasion. At the close of the meal, the class was addressed by Mrs. H. B. Conyers, of Urbana. Her address was scholarly and practical.

The stenography school needs no better recommendation than the fact that its graduates, though only sixteen years of age when leaving the Home, and without experience, have little difficulty in getting and holding good positions. The work of this school aims to give the pupils all forms of stenographic work likely to be found in any kind of an office. The work done is mostly miscellaneous business correspondence, practical court reporting, and speed work. The touch

typewriting system adds a great improvement to the work. It is a new system designed to develop accurate and rapid typists. Last year, a mimeograph was added to the stenography school, and the pupils are taught to use it. The school graduated 13 pupils last June. All but one of these who left the Home have positions. Three of them remained in the Home and now do office work for the superintendent and financial officer, and one assists in this office. The school has enrolled 57 pupils this year, 13 of whom have been graduated. There are in the school at present 36 pupils, 10 of whom are seniors.

The school of telegraphy enrolled 14 pupils during the year. In June it graduated four pupils, and is now composed of ten: five seniors, and five juniors. Pupils from this school are holding responsible and well paying positions. Miss Laura Chamberlin has charge of the school this year, and is conducting the work with interest and ability.

The school library has continued to grow, though slowly, through the year. We find almost constant use for the books, and in order to make our work broader and more thorough, the library is indispensable. We now have a pretty good supply of classics, which the special teacher of English uses in her work in literature and rhetoric, and which are used as supplementary reading in the grades. We have 12 sets of Shakespeare's plays, besides some of the best writings of many other noted authors. We also have reference books to supplement our work in history, geography, reading and language. We realize the importance of nature study as the best means of reaching and developing a child, and consequently are doing much work along this line. Our aim is not to study nature from books but from nature herself. Consequently we bring into the school room all the suitable material we can get, and use it as material for language work. The Pupils' Reading Circle is still kept up in all the grades. About 150 diplomas were given last year to pupils who had completed the full four years' course prescribed by the state board. All the pupils are required to do the work, in order that their reading may be better selected and of a greater variety than if they were allowed to select reading for themselves.

I cannot speak too highly of the work done in the special branches: music, drawing and physical culture. The special teacher of writing and bookkeeping, who had done faithful work for several years, resigned her position at the end of last year. This year it was thought best by the Board not to employ a special teacher of writing, and that work and the work of bookkeeping is being done by the regular teachers. Lessons are given twice each week in the lower grades, and once each week in the grammar grades, the physical culture being carried on through the high school. In the all-day schools the regular teacher gives one practice lesson each week in each of the

special branches. The success in the special work depends largely upon the interest taken and the faithful work done by the regular teachers, under the supervision of the special teachers. I am pleased to report that the regular teachers are faithful and conscientious; and as a result of this united effort, we have just reason to be proud of our work in these branches throughout the grades.

The work in drawing grows in interest and in good results. The system used aims to develop artistic feelings and to gain power of expression. The materials used are pencil, colored crayon, pen and ink, charcoal, brush and ink, water colors, clay, rattan, raphia, yarn and paper for weaving. Most of the work in drawing is done from nature and still life. We find it of great value in nature study, geography, reading, composition, literature, and all constructive work. Drawing not only puts into the life of a child beauty and happiness but it also lays the foundation for his future in all branches. Our educators are recognizing more and more the importance of Froebel's principle—that the hand should be called into service to aid in developing the brain, and that the execution of the thoughts through the hands have a reflex action on the brain, making the thought clearer, more definite, and more capable of being made practical. Therefore manual training is fast gaining a prominent place in our best schools; not for the sake of making hand workers alone, but for the sake of making brain workers. With this principle in view, we have added year by year some of the simple branches of manual training in different grades, preliminary to industries and trades. The work is supervised by the drawing teacher but largely taught by the regular teachers. Last year we introduced into the primary grade paper designing and cutting, paper weaving, and the weaving of hammocks, rugs, etc., from yarn and raphia. This year all the grades below the seventh, except the first, are receiving systematic and careful training in basketry. Samples of baskets made by the children in these grades may be seen at any time in the studio and in my office. The all-day schools above the sixth, instead of basketry, will receive instruction in the designing and manufacturing of paper boxes and houses. The work will be a severe test and drill in mathematics and drawing, and will develop the power of original construction.

In music the Modern Music Series is used. All grades below the high school receive systematic instruction in theory, expression, breathing, articulation and vocal physiology. Effort is made to secure rapid and accurate reading and to develop taste and appreciation of the beautiful in song. Great care is taken that the children use their voices carefully. The choir is composed of forty voices, which Miss Collins drills twice each week; it furnishes music for chapel services, public entertainments, etc. For the class of music used by the choir, I refer you to the commencement program found in this report. At last

Christmas time, the music department assisted in giving a Christmas entertainment at the chapel, furnishing a number of selections; again in the spring it prepared a program for Children's day and special selections for Memorial day.

The work in physical culture continues to be one of the interesting and useful features of our schools. Nine classes, those of the upper grades, receive their lessons in the hall, where all light apparatus is used. The work consists of free gymnastics, athletic gymnastics, and military gymnastics. The other schools receive their lessons in the school rooms and are drilled daily by the regular teachers. Their work is body building exercises and free gymnastics, placing a great stress upon the breathing exercises. For variety the musical dumb bells and flags are frequently used. This department at Christmas time assisted in the Christmas entertainment at the chapel, rendering the Amazon Drill and the Greek Mirth Drill. The first, executed by twelve eighth-grade girls, was a military drill, requiring forty minutes and consisting of thirty-five fancy figures and tableaux. Each girl carried a silver javelin containing a golden arrow head. The costumes were red skirts, white waists, and black military jackets trimmed in red braid. The second drill, the Greek Mirth Drill, was given by a class of high-school girls dressed in Greek gowns. The idea of mirth was well portrayed throughout all the steps and attitudes by a fine facial expression. The drill consisted of eighteen artistic poses and ended with a grand ethic march. The same class gave graceful and expressively the popular pantomime "Comin' Through the Rye."

The science laboratory, fitted up two years ago, is proving an invaluable addition to our high school equipment. We have two well-equipped rooms, one for chemistry and one for physics. A fine X-ray machine and stereopticon belong to the laboratory. Mr. Spohn is making slides for the stereopticon, and we hope soon to be able to have a systematic series of pictures to illustrate much of the work in the grades. Mr. Spohn is also constructing an apparatus to illustrate the principles of wireless telegraphy. I wish to make special mention of the work in botany. The junior class last year completed the work in Bergen's text, and each pupil completed a fine herbarium. The plan of conducting the high school work by specializing the branches is proving very successful, giving the teachers of these grades the opportunity to concentrate their work and time on fewer branches. Miss Gibbons teaches all the literature, rhetoric, and Latin in both schools; Miss Barber the general history, algebra, and geometry in both schools; and Mr. Spohn the work in physics, chemistry, botany, and the experimental work in the eighth-grade physiology.

At the close of the schools last June, all the grades united in giving an exhibition of school work in the hall, which gave an opportunity to show to the public the different lines of work done in all the

schools. The exhibit consisted of drawing, writing, manuscript work in all branches, relief maps, historical maps, illustrated maps, production maps, various articles illustrating work in paper cutting, paper weaving, hammock and mat weaving, clay modeling, sand modeling, manufacturing of boxes, and picture frames, work in botany, and work from the stenography, telegraphy and sewing schools. There was exhibited also work from the blacksmith shop, carpenter shop, clothing shop, printing office and tin shop. The articles exhibited were selected from the regular work already done in the schools, nothing having been prepared for exhibition. The arranging of the material required a great deal of time and work. While not as many people from the outside examined our exhibit as we desired, all the schools were given an opportunity of seeing it, and I am certain the pupils have a higher ideal towards which to work and an increased desire to do their best.

It seems to me the regular teachers, as a corps, could not show greater interest in their efforts to bring their schools up to a high standard than they are doing this year. They are not satisfied to make their schools machines to grind out dry lessons, but are looking for the best means of enlarging, vitalizing, and enriching the work. The composition work; the rhetorical exercises in the grammar and high school grades; the daily work in current events; the supplementary work done in geography, history, and reading; the primary history and nature work in the primary grades; the careful decorating of school rooms; the weather charts; the observation lessons, etc.—all, as a whole, are done better than I have ever seen them done before. To do these things properly requires a great deal of extra outside work on the part of the teachers. I am sorry I cannot speak of these different lines of work separately; but as I cannot, I wish here to express to you, and to the Board of Trustees, my appreciation of the interest manifested, and the hard work done by a corps of faithful teachers, realizing as I do, that without it our work could not receive the many high compliments which it received from all visiting educators. I wish to acknowledge my gratitude to you, and to the Board of Trustees, for the generous way in which our wants have been supplied, and for the hearty support given the schools, without which our efforts must have resulted in failure.

Respectfully,

T. A. EDWARDS, *Superintendent of Instruction.*

REPORT OF MILITARY DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—I have the honor to submit the following report for the military department for the fiscal year ending November 15, 1902:

The Home Cadet Battalion is composed of five companies, of forty boys each, a staff and non-commissioned staff of four and band of twenty boys.

There is a recruit company of forty boys from which vacancies caused by discharge are filled. All able-bodied boys over twelve years of age are under military instruction.

The instruction conforms as far as possible to the latest U. S. Army regulation drills, exercises and ceremonies; the boys being taught the manual of arms, "silent manual" (not strictly a regulation drill), loading and firing, bayonet exercise, marching, parade, inspection, skirmish drill, volley firing, etc. The larger boys are equipped with the Springfield cadet rifle, black leather belt and cartridge box, the smaller boys use the "Boys' Brigade" gun and as yet have not been supplied with belts and cartridge boxes. The officers and non-commissioned officers are supplied with regulation swords, shoulder straps, stripes and chevrons.

I find the boys very apt to learn and precise in movement, of which a review of our weekly parades, exhibitions in bayonet exercise and skirmish drills will form conclusive evidence.

The band under the leadership of Mr. Walter Currie, in addition to furnishing music for parades and ceremonies gives many delightful concerts. The fife, drum and trumpet corps furnish good martial music for the parade twice each day to and from school.

At present the space for indoor drill is very inadequate, but we are eagerly looking forward to the new hall for which a \$12,000.00 appropriation has been granted.

Thanking all for support and cooperation,

Very respectfully,

OLIVER BOX, *Military Instructor*.

REPORT OF THE PRINTING DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—The work of this department has been carried on the past year along about the same lines as heretofore. The *Home Weekly*

has been printed regularly, and the necessary job printing for the several departments of the Home has been done. But the chief object in maintaining the department has been to teach the printing trade to our boys, and we are able to say that every boy from the Home printing office who has been discharged this year or last year, and who wished to follow the trade, has secured a position at good wages.

For several years there have been fewer boys in this department than formerly, and at present there are but fourteen, a smaller number, for this season of the year, than at any time since the early days when the office was first opened. Twenty-five in all have been instructed during the year. I believe there are fewer children in all the male industrial departments than one year ago.

The value of our job work for the year has been \$1,253.05, as compared with \$807.95 last year, the increase of about 50 per cent being the amount of work required for the financial officer in the new system of competitive bidding which has been adopted for the purchase of the supplies for the institution. Our other work, ranging from the printing of jelly labels for the housekeeper to the annual report of the institution, has been practically the same as before.

Eleven boys from the printing office have been discharged from the Home the past year. From four of these, including two who had been in the office less than one year, we have had no report. Of the other seven, six found work at the trade. Positions were offered to two of those who have not been heard from, before they left here, but they were both then expecting to go to school this year.

From the cash receipts of the printing office, mostly *Home Weekly* subscriptions, \$24.21 has been expended for postage, and expressage on borrowed cuts, and \$110.00 has been turned over to the financial officer. The subscription list for our paper is somewhat larger than last year, but the receipts are no larger, since more members of the Association of Ex-pupils availed themselves of the privilege of securing the *Home Weekly* for fifty cents in addition to the dues of the association.

Our thanks are due to a hundred or more publishers who grant us the courtesy of an "exchange." With thanks to yourself, to the financial officer, and to the Board of Trustees for assistance and encouragement throughout the year this report is respectfully submitted.

LYMAN B. YALE,
Editor, Foreman and Instructor.

REPORT OF ELECTRICAL AND ENGINEERING DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—I have the honor to submit to you the annual report for the year ending November 15, 1902.

I took charge of the engineering department April 15th, and have had in this department 61 boys instructed in the care and management of the electric light and power station, boilers, pumping machinery, plumbing, forging, blacksmithing and the use of machine tools. The boys in the high school are instructed in experimental and testing work and mechanical drawing.

We have added to our machine shop one ten-horse-power motor, a 20-inch cut shaper, 22-inch drill press, 11-inch speed lathe, emery grinder, power saw and a complete set of machinist tools, so that at present we can do all of our own repair work, besides instructing the boys in their use.

In comparison to the advantage of having our machine shop fully equipped, the cost of overhauling one of our high speed engines by an outside firm was \$56.00. We overhauled one of the other engines, doing over twice the amount of work, making all worn parts new, and putting the engine in first-class condition, the only cost being \$7.00 for material; the boys doing all the work under my instructions. In three months have saved \$175.

Plans and specifications for the proposed hot water system have been made. All the drawings were prepared by the boys in the drafting department. Complete drawings for all the buildings were also the work of boys.

A new sewage pump has been installed and the old one overhauled so that at present all the sewage is handled successfully.

A number of improvements have been made towards putting the plumbing in good condition, but there remains a great deal to do yet. The outside bath houses ought to be remodeled and more modern plumbing put in, as they are constantly giving trouble and are in an unsanitary condition.

The steel water tower has been completed and put in service. While this gives us plenty of pressure, the mains and pumps are too small to meet the demand. We are at present contemplating installing electrical pumps, reducing the excessive lift we have at present, by lowering the pumps. This system would do away with the present pump house, which is in a very bad condition, give us a much better service, to be controlled automatically so that they would only pump when there was a demand for water, not require any attention except oiling, and would be a saving of \$1,800.00 per year for the fuel and

labor. We have connected the main building elevator to a duplex pump in the power house. The water from the elevator discharges into a cistern, from which it is pumped to a compression tank in the elevator room and from there to the elevator cylinder. The pump is controlled by a governor and only pumps when there is a demand for water, the water being used over and over again.

All modern power plants have facilities for testing their plant from time to time to see whether the plant is doing the work economically. I would recommend that when the new plant is completed, testing apparatus to be put in so that we can make complete plant test and coal tests. The advantages of testing would be many. We can determine whether the plant is running under the most economical conditions, make tests on coal and keep them as records so that we may know what coal is the best suited and most economical for our use, and it would give the pupils a much better knowledge of the care and management of power plants. The expense would not exceed \$500.00, and would be saved in a year.

I wish to thank you and the Board of Trustees for your hearty cooperation and assistance in my work.

Respectfully submitted,

HERMAN GAMPER, M. E.,

Superintendent and Instructor of Electricity and Engineering.

REPORT OF THE ASSISTANT MECHANICAL ENGINEER.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—The following is the work done for the engineering department the past year:

Changed radiators in Cottage 12.

A set of new flues put in one of the boilers at pumping station.

Repaired belts in laundry.

Put new valves on feed pipes in main boiler house.

New valves put on receiver in boiler room.

Repaired flue cleaners and sewer pump.

Washed out two boilers.

Repaired leak in bath room of Cottage 30.

New faucets placed in cottages.

Fixing pipe in basement of main building.

Fixing leak in pipe at central hospital.

Fixing water pipe at pumping station.

Repaired steam pipe in electrical building.

Took out return steam pipe at tunnel leading from Cottage 31.

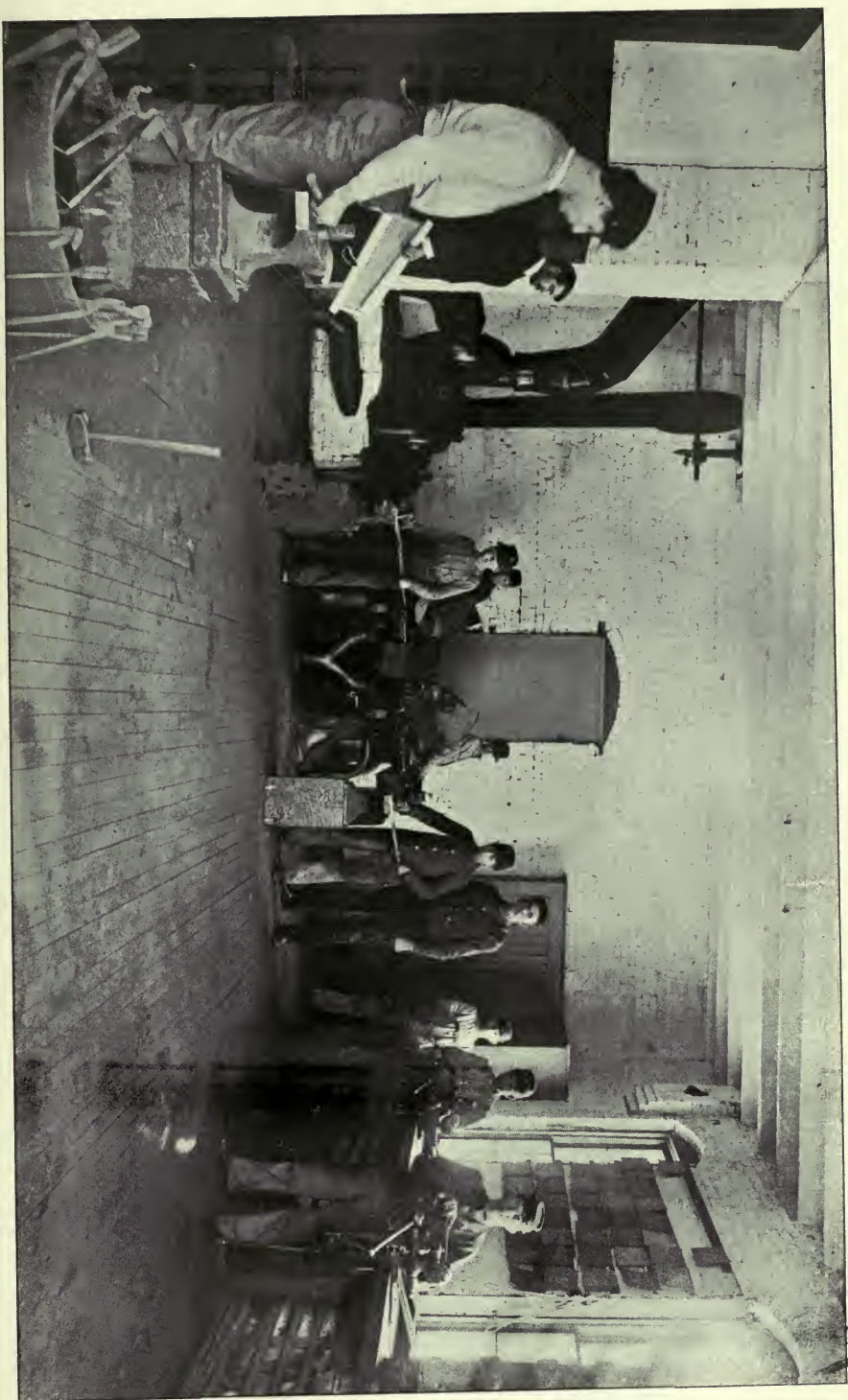
Sixteen faucets repaired.

- Cleaned sewer leading from dining room.
- Leaks repaired in Wards B and C.
- Put new lubricator in sewer pump.
- Packing feed pump.
- Putting new springs in hard water pump at pumping station, also eighteen rubber valves.
- Fixing cable on elevator.
- Putting in 2,300 ft. of 5-in. pipe for the purpose of carrying sewage out on farm.
- Washing out boilers.
- Thawing out pipes at Cottages 17 and 19.
- Fixing hydrant in fruit house.
- Fixing hydrants at barn and farm house.
- Fixing belts in laundry.
- Cleaning out sewer leading to industrial building.
- Putting new valves on boilers at pumping station.
- Putting new 12-in. valve on sewer main by Cottages 13 and 15 to prevent sewage from going to town.
- Putting new air chamber on elevator.
- Fixing pipe to radiator in dining room.
- Fixing return steam pipe from hospital to Cottage 31.
- Washing out boilers.
- Cleaning lime out of pipes leading from purifier in main boiler room.
- Fixing steam pipes in power house.
- Putting up new hitching rack at chapel out of 4-in. pipe.
- Fixing return steam pipe from girls' cottages.
- Fixing pipes in basement at main building.
- Fixing hot water faucets.
- Fixing belts in laundry.
- Putting up new Otis hot water heater and purifier in main boiler room.
- Fixing cold water pipes at Cottage 15.
- Fixing steam pipes at Ward C.
- Putting 400 ft. of new pipe in tunnel from hospital to Cottage 31.
- Changing pipes on hot water heater in boiler room.
- Fixing water pipes by Cottage 15.
- Fixing steam pipe in school building.
- Washing out three boilers.
- Taking out old gas pipe from under new cottages.
- Putting in 60 ft. of new return pipe from girls' cottages.
- Connecting new water main to new water-tower three pipes, one 6-in., one 5-in., and one 4-in.
- Taking off bursted valves in fire hydrants.
- Lifting new hot water heater on end in boiler room.
- Fixing steam mains leading to the chapel.
- Fixing hydrants and water pipes at hog pen.
- Fixing water pipes leading to the lake.
- Fixing belts in laundry.
- Flushing out sewer at hospital.
- Washing out boilers.
- Connecting up Otis heater in boiler room.
- Cleaning out old heater and putting in a new coil of pipe.
- Fixing valves on sewer pump.
- Putting new valves on pump at pumping station.

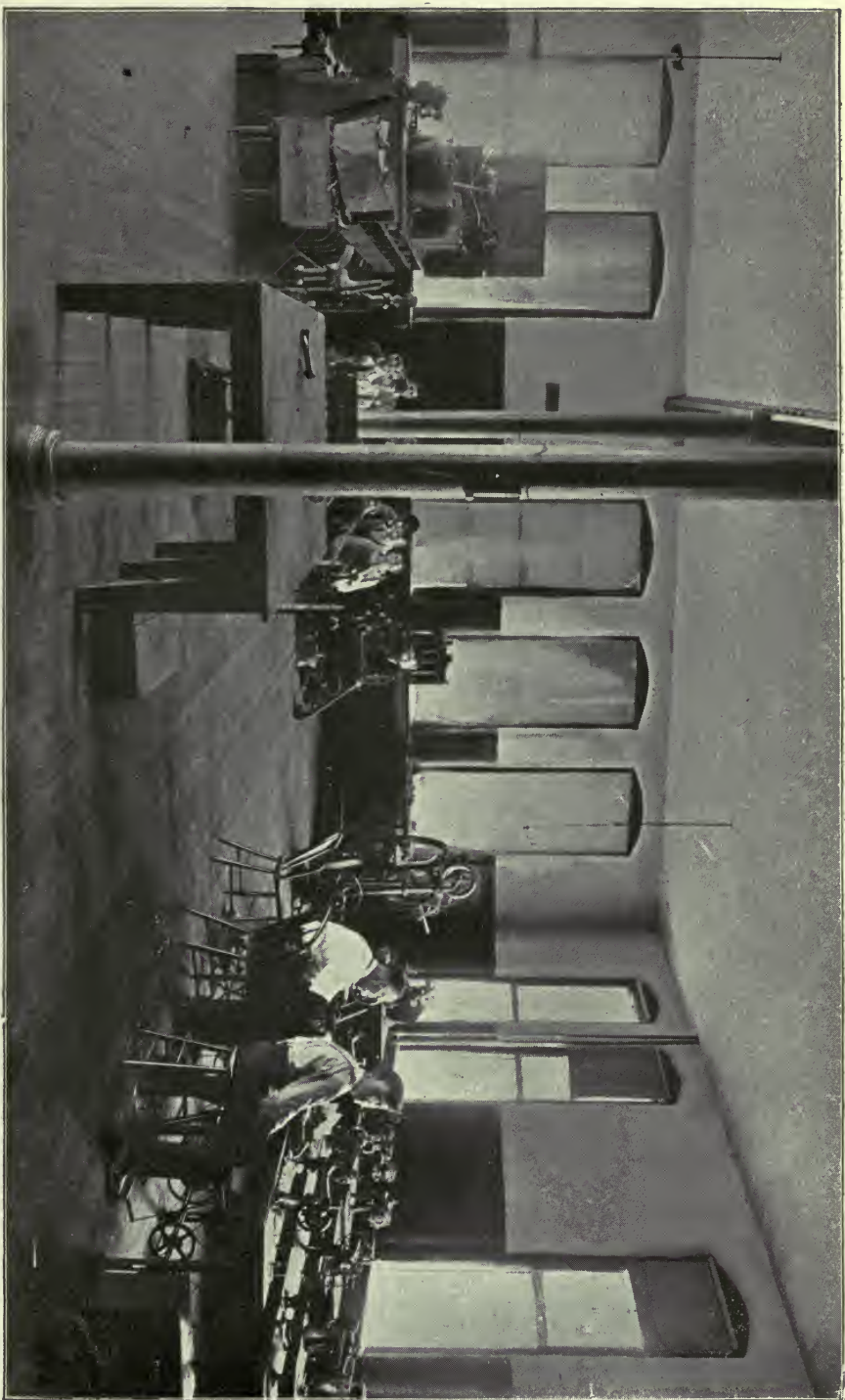


ENGINEERING DEPARTMENT—Drafting Room.





ENGINEERING DEPARTMENT—Forge and Blacksmithing Shop.



THE SHOE SHOP.

- Connecting up new sewage pump.
- Disconnecting old one and getting it ready for shipment.
- Fixing belts in laundry.
- Washing out boilers.
- Fixing pumps at pumping station.
- Fixing valves on boilers.
- Repairing flue brushes.
- Fixing steam pipes and mangle in laundry.
- Fixing steam pipe leading to chapel.
- Putting in new pipe at greenhouse leading to fountain.
- Putting new valves on watering troughs.
- Putting new valves on washing machines.
- Fixing lubricator on electric engines.
- Washing out boilers.
- Putting six new valves on fire hydrants.
- Lacing belts in laundry.
- Putting new air chamber on pumps at the pumping station.
- Connecting the pumps to the cistern at pumping station; suction 5-in., discharge 4-in.
- Fixing hot water pipe in tunnel.
- Cleaning out old well at pumping station. By making this change we will use one pump for pumping water into it, and the other will pump the water out to supply the buildings.
- Packing pumps and putting in new springs.
- Putting new springs in wringer at laundry.
- Putting new check valve on boiler at pumping station.
- Washing out boilers.
- Putting in 1,100 ft. of $\frac{3}{4}$ -inch pipe on farm for purpose of watering the cattle.
- Putting new valve and check valve at pumping station.
- Putting new pulley on line shaft in bakery.
- Putting new line shafting in laundry.
- Fixing steam pipe leading to the chapel.
- Fixing pipe leading to hydrant below the chapel.
- Connecting up washing machine in laundry.
- Connecting up coffee urn in employes' kitchen.
- Connecting up watering troughs on farm.
- Lacing belts in laundry.
- Putting new valves on boilers in boiler house.
- Cleaning out waste pipe in Cottage 7.
- Repairing steam pipe at greenhouse.
- Fixing heater in Room 6.
- Fixing faucets in children's kitchen.
- Putting new rubber valves on feed pumps.
- Connecting hard water to starch kettle in laundry.
- Washing out boilers and purifiers.
- Putting new return steam pipes between hospitals.
- Connecting up air pump at hospital.
- Running a line of two-inch pipe from main boiler room to elevator.
- Running a line of 250 ft. of 2-in. pipe from Cottage 20 to 28.
- Fixing steam pipes in laundry.
- Connecting new pipe to heater in boiler house.
- Putting new valves on water columns.
- Fixing pipes under Ward A.

Flushing out sewer at hospital.
Washing out boilers.
Putting new belts in bakery.
Lacing belts in laundry.
Putting new washers on fire pumps.
Fixing steam pipe leading to chapel.
Putting disc on a Davis regulator valve in boiler house.
Putting new valve on steam main.
Connecting up steam pipe between old and new cottages.
Anchoring steam pipes in kitchen.
Fixing radiator valves in Cottage 25.
Running a line of pipe to farm house.
Changing steam trap under laundry.
Fixing steam trap under Cottage 32.
Putting new valve on steam main in laundry.
Putting hot water thermometer on main pipe in boiler house.

Very respectfully,

DAVID EVANS, *Assistant Mechanical Engineer.*

IRON WORKING AND FORGE SHOP.

GENERAL CHARLES L. YOUNG, *Superintendent:*

DEAR SIR:—The following is the report of the blacksmithing and forging department:

I took charge of this department June 2, 1902, so my report is for the part of the year from June 2 to November 15, 1902. The work in this department consists in horseshoeing, repairing wagons, farm implements, etc., and all such work as is done in a general blacksmith shop. I have had ten boys learning general blacksmithing and horseshoeing. In addition to these, fourteen boys from the engineering department take work in the forge shop from drawings executed in the drafting room. These boys are getting along nicely. Outside of my regular work I have assisted Mr. Gamper, the mechanical engineer, in placing new machines, shafting, etc., in the machine shop.

The regular blacksmithing and horseshoeing will average about \$45.00 per month.

Respectfully submitted,

B. MONAHAN, *Foreman and Blacksmith.*

PLUMBING DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—I have the honor to submit the report of the plumbing department for the year ending November 15, 1902.

Two water closets were placed in the basement of the old school building and one in each of the following cottages: Nos. 22, 24, 25, 29 and 30.

In the ladies' toilet room in the administration building we have placed an elegant water closet and an Italian marble washstand.

At the tonsorial parlor we have placed an Italian marble washstand and connected same to sewer leading from the old industrial building.

The steam heating at the greenhouse has been refitted, which not only saves a great deal of steam, but keeps the temperature even; and in the rose house we connected a ventilator which keeps the house at a given temperature.

At the hospital we have installed an automatic air pump, to be used to pump air in the treatment of catarrh. New valves, faucets, bath cocks and stop cocks were placed in the various buildings, where the old ones could not be repaired.

The following is a list of some of the repairs done in the department during the year.

Water closets	98	Steam pipes	198
Faucets	201	Lead pipes	86
Bath tubs	31	Valves	116
Sinks	25	Heaters	102

The children's outside bath houses are in a very unsanitary condition and would not be allowed in a city where the plumbing is subject to inspection. I would recommend that new houses be built and modern closets be used.

Although considerable has been done toward putting the plumbing of the institution in a sanitary condition, there is a great deal that only can be put in good shape by replacing it with the new material.

We have constantly the assistance of two boys in this department, who are doing well and becoming quite skilled in the trade. These boys have been in this department about one year, and it is the intention to give them during the last year a thorough course of instruction in the theory of circulation, ventilation and drainage.

Respectfully submitted,

GEORGE ENTEMAN, *Foreman and Plumber*.

REPORT OF THE LIBRARIAN.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—Miss Lucina Ingham, who had been librarian of the Home for the past nine years, resigned her position in August, and the undersigned was appointed to fill the vacancy, and has had charge of the work for three months only; hence the report for the year must necessarily be somewhat incomplete.

There are now about 3,600 volumes in the library. No new books have been purchased until last month, when an order was placed for 300 volumes, which have not yet been received. Two-thirds of these new books belong to the Pupils' Reading Course, and will be put in charge of the superintendent of schools.

Some of the books had become badly worn, and 235 volumes have been sent away to be rebound, and 50 worn out books taken from the shelves and sent to the quarantine wards of the hospital.

About 700 books are kept in the cottages all the time, changes being made every two weeks.

Several donations of books have been made by friends of the institution, for which we are very grateful.

We are justly proud of our books, but the room now used for the library is utterly inadequate, and we hope that in the near future we will be favored with a new library building.

Respectfully submitted,

LILLIAN CONDON YALE, *Librarian*.

REPORT OF HOUSEKEEPER.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—The following is my report for the past year:

"Plain living and high thinking."—Frances E. Willard.

We have the average amount of fruit preserved and canned. Following is a list of such supplies:

Rhubarb	100 qts.	Apple marmalade.....	26 gals.
Strawberries	42 qts.	Grape marmalade.....	7 gals.
Cherries	90 qts.	Quince butter.....	25 gals.
Raspberries	32 qts.	Pear butter	8 gals.
Currants	32 qts.	Tomato butter	5 gals.
Plums	94 qts.	Peach butter.....	8 gals.
Grape butter	54 qts.	Maple syrup	24 gals.

Plum butter.....	144 qts.	Tomatoes.....	240 gals.
Pickled peppers.....	1 bbl.	Pickled cucumbers...	10 bbls.
Tomato catsup.....	3 bottles.	Grape juice.....	40 bottles.
Jelly.....	1,021 glasses.		

The following repairs have been made. Painting and decorating of Superintendent's and ladies' dining rooms, six rooms on the second floor and three bath rooms in main building. Curtains have been placed in ladies' dining room, and seven pairs in hospital building. A new floor was laid in the store room. Seven new carpets were placed on the third floor, three in back hall, a stair carpet in the main building, and two in outside bedrooms.

An immense amount of extra work was done by the help in my department as a result of the quarantine of cottages Nos. 31 and 32, on account of measles; also for the hospital during the three months their culinary department was closed.

Three boys in this department are learning cooking as a trade.

We have entertained an average of one hundred and seventy guests per month in the ladies' dining room, most of these being relatives and friends of the children. There have been many entertained in the Superintendent's dining room, likewise in the two basement dining rooms, besides the two hundred and fifty guests at the reunion of the Ex-Pupils' Association in July. We have marked over one thousand pieces of linen, such as sheets, pillow cases, toilet and tea towels, table cloths, napkins, etc.

Aside from the above mentioned, my duties are many and varied, such has daily inspection of food, inspection of two kitchens and five dining rooms, as well as many sleeping rooms. Besides monthly reports, estimates, quarterly invoices, two bills-of-fare each week, weekly orders, general repair orders and other things too numerous to mention, constantly reminding me of the oft repeated words:

"Men work from morn to set of sun,
But woman's work is never done;
For when one task she's finished, something's found
Awaiting a beginning, all year around."

Most sincerely,

ROSALIE BAUERLE, *Housekeeper.*

REPORT OF THE STOREKEEPER.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—I have the honor to submit my report for the storekeeper's department for the year ending November 15, 1902.

The building under my charge consists, on ground floor, of office, one large room, two small rooms and cold storage, occupied by this department. This department also utilizes two large rooms on the second floor. There are also twelve nice lodging rooms on the same floor. The entire building was in excellent condition at the close of last year, both inside and out, and has not required any repairing this year.

The large coal scales in front of this building being badly in need of a new frame and floor, new ones have been put in and the scales overhauled, making them as good as new.

Our stock of supplies, consisting of dry goods, notions, groceries, provisions, etc., while not large at any time, has been sufficient to supply the constant demand, of good quality and condition. Between fifty and sixty Greene county farmers bring butter, eggs and poultry one day each week.

All coal purchased is weighed at this office.

The manner of conducting the business of this department is the U. S. Army duplicate check system, the same as last year, viz: All supplies are brought to the storeroom, inspected and bills checked, then sent to the department by which they were ordered. Bills are audited and charged in detail to the respective departments. Bills are approved by me before they are paid.

All requisitions for supplies are approved in duplicate by the Superintendent, who keeps one copy on file in his office to be entered regularly in books, making a perfect check. A quarterly inventory is submitted of all stock on hand, and every three months a comparative statement rendered showing all supplies issued to the cottages.

I have had one boy detailed for one-half of each day during the year.

I wish to thank you, the financial officer and honorable Board of Trustees for favors and kind treatment during the year.

Respectfully submitted,

J. M. SMALLEY, *Storekeeper*.

WOODWORKING AND CARPENTRY DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—The following is the annual report of the wood-working and carpentry department:

My report will be from June 1, 1902, to November 15, 1902. I took charge of the department June 1, 1902. There were fifteen boys in the department at that time, five of whom were discharged June 20, and two have been transferred to other departments; and three new boys have been assigned to me, making eleven boys in all at present. Since October first, I have had Mr. C. L. Long, of Delaware, Ohio, as my assistant. During the year there were sixteen pupils in this department.

During the time I have been in charge, we have done general repair work in all the departments of the Home, administration building and cottages. We have repaired floors, windows, doors, curtains, chairs and furniture of various kinds, have made doors, shades, screens, boxes of different sizes, also have repaired and made new benches in greenhouses and have done repairing at barn, such as horse stalls, roof and hay-fork track. On the farm we have made three new watering troughs, one bridge and repaired gates and farming utensils. In the school department we have repaired windows and desks and made eight new bookcases for the different schoolrooms. In the electrical department we have done repairing of different kinds and have made new tool cases and drafting boards. At the hospital have repaired the large veranda, and made other repairs in the wards.

We have made new benches and tool cases in the carpentry department and fixed belts and replaced machinery; have laid new floors in machine room. We have one new machine, a small sticker. With this added to what machinery was in the shop, I think this department is well equipped for machine work.

We hope with the support of the officials of the Home, to bring this department up to the desired standard.

The Home was without any carpenter whatever for some three months, and of course the work accumulated to the extent that we have not been able to organize permanently classes in the Sloyd school, but expect to do so without delay.

Thanking you for past favors,

Very respectfully,

J. G. MITCHELL, *Foreman and Instructor*.

TINNING DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—I have the honor to submit my annual report of the tinning department for the year ending November 15, 1902.

At the new cottages Nos. 21, 22, 23, 24, 25 and 26 we have taken off the box gutter and replaced it with a galvanized iron railroad gutter, using 660 feet of gutter, 690 feet of apron, 375 brackets, and replaced the slate in the gutter, using 275 slates.

We covered the verandas in the rear of Cottages 21, 24 and 26, using 525 feet of flat seam roofing and 50 feet of flashing, made and put up three new finials on Cottages 21 and 29. We made and put up a large circular cap over the front doors of the chapel.

We put in 68 feet of box gutter and used 390 slate in repairing roof on boys' bath house, 25 feet of box gutter and 75 slate in repairing the roof of the new school building; used 250 slate in repairing the roof of old school building; also put new slats in the ventilators in Cottage 18, and 16 feet of box gutter, and put new slats in the ventilators in Cottages 14 and 20.

We repaired the roof of gas house, using slate, and covered the wall back of sinks at Cottages 6 and 18. At the laundry we have lined 14 large bins with galvanized iron, put iron on the bottom of eleven doors, made a large pan to catch oil, and lined a starching table with vats. We covered the tops of windows and sills with tin at Wards C and D; also lined corners in cold storage, and set up new range with smoke-pipe.

We set up a new range with new stove-pipe and put up a chimney top with revolving cap to help the draft at cooking school.

At the boiler house we have made a large exhaust head to catch oil, and covered window with iron. Put up a chimney top with revolving cap at Farm House. Used 170 feet of iron 15 inches wide in lining hog troughs. In the old barn we have put up two grain shoots and 1½ barrel tank for oil meal. Used 40 pounds iron in covering floor of corn crib. At the industrial building we have repaired the roof, using 75 slates. At the painting department we set up a new stove with new smoke-pipe and lined a large box with zinc under stove. Made a new drum for stove and a copper water tank. Put 150 bands on ends of wooden guns for military department. Made a new drum for stove at slaughterhouse. At the main building we have made and put up four finials, and repaired the roof, using 200 feet of standing seam roofing. Put 50 feet of box gutter on children's dining hall, and used 50 slates in repairing roof. Lined lower part of elevator in children's kitchen. Put up a large chimney top with revolving cap on

flue at employes' kitchen, and a new pipe from boiler to main smoke-pipe, also a new pipe leading from steam chest to flue, a new pipe from boiler to main smoke-pipe and new tops on steam kettles. Covered ends and side of oil cloth in basement, made covers for ash pits at old baking ovens. Set up stoves at Cottages 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 31 and 32, using new smoke-pipes, new zincs under stoves, elbows, dampers, collars and furnished $1\frac{1}{2}$ dozen shovels, poker and tongs. Lined six zincs and covered four tables. We have put 95 feet of three-inch pipe, 62 feet of four-inch, 10 feet of six-inch, 16 feet of two-inch, 8 feet of one-inch conductor.

In the shop we have made and furnished 1,532 new articles for the different departments of the institution, besides keeping all roofs on the different buildings in repair and mending the tinware, speaking tubes, band instruments, typewriters, jewelry for the children, and all the stoves and ranges. Made 34 dozen napkin rings, 6 dozen pint tin cups, 139 yards of zinc binding for oil cloth, 190 wire wreaths for decorations, and 500 wire stakes for the florist. Canned 20 gallons of maple syrup, also 240 gallons of tomatoes.

During the past year there have been four boys discharged from this department. Three of them are working at their trade and are getting along nicely. I have had thirteen pupils under my instructions.

There are at present nine boys learning the trade, and all taking an interest in their work, which includes pattern cutting.

There have been a lever punch and some small hand tools added to this department. All of the tools are in good condition.

Thanking all of the officers for the kindly disposition shown to the tinning department, I am,

Very respectfully,

THOMAS R. FERGUSON, *Foreman and Instructor.*

PAINTING DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent:*

DEAR SIR:—The following is the report of the painting department for the year ending November 15, 1902:

The work of this department consists of almost everything pertaining to the painting and decorating business. The past year we have painted in or around almost every building on the grounds—inside and outside of the hospital wards, four in number, the central cot-

tage, administration building, cottages, chapel and greenhouses, power house, etc. From November 15, 1901, until April 25, 1902, I had the help of an assistant, but from the last mentioned date I have done the work with the assistance of the boys only, with the exception of the painting of the water tower, when I had three men for seven and one-half days. When I started the year, Nov. 15, 1901, I had seven boys, but in September last one was transferred to the engineering department, at his request. I now have six half-day boys working at the trade, all of whom are doing remarkably well, considering that they have only the half of each working day to apply themselves to this work.

Below is an itemized list of all the work done the past year:

Outside painting, two coats.....	2,350 square yards.
Inside " " "	13,392 " "
Inside painting, one coat	4,845 " "
Five large greenhouses, inside and outside...	
Glue sizing on walls before painting.....	1,150 square yards
Varnishing one coat	1,185 " "
Painting two coats, striping and varnishing chairs	284
Varnishing chairs	65
Varnishing furniture, No. pieces	135
Painting beds	36
Painting bath tubs	17
Painting small signs	25
Glazing glass, No. lights.....	618
Painting heaters.....	55
Painting two coats, graining and varnishing	32 doors.
Painting two fountains in front of administration building.....	
Painting tin roofs and gutters.....	1,382 squares.
Hanging paper.....	32 rolls.
Work burning off old paint, scraping off old paint and walls	42 days.
Painting iron fence	19 panels.
Painting, color varnishing, striping and varnishing dynamo engines at power house.	
Decorating, border and side wall ornaments.	3,125 square yards.
Painting water tower with help of three men	7½ days' work.

Respectfully submitted,

E. S. LARASON, *Foreman and Instructor.*

CLOTHING DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—Following is the report of the clothing department for the year ending November 15, 1902:

Coats made	970	Table cloths	159
Pants	979	Dresses, gingham	369
Discharge suits	70	Dresses, calico	284
Jackets	65	Dresses, serge	79
Capes	25	Dresses, night	474
Overalls	599	Dresses, graduating	12
Colored shirts	1,741	Dresses, white, entertainment	10
White shirts	133	Waists	6
Waists, boys	435	Aprons, gingham	401
Chevrons	80	Aprons, white	160
Caps	7	Jackets, girls'	7
Baseball suits	12	Skirts, white	180
Shoulder straps	56	Skirts, colored	183
Shop aprons	48	Skirts, flannel	145
Bed ticks	202	Underwear	476
Sheets	780	Costumes	13
Pillow slips	1,294	Flag	1
Curtains	36	Sofa pillows	3
Towels	1,201	Coffee sacks	2
Napkins	296	Carpet covers	3

During the past year twenty-nine girls and ten boys have been assigned to receive instruction in this department. Eleven girls and two boys were discharged at the close of the last school year. Three boys desiring to learn other trades were transferred to other departments, leaving at present eighteen girls and five boys connected with this department.

In addition to the above an average of fourteen girls reported each morning and eighteen each afternoon, with the exception of Saturday, from the school of domestic economy. On Saturday an average of thirteen reported from the school of stenography.

Five women are employed at present teaching these children to make their own wearing apparel and other articles mentioned above.

Respectfully submitted,

J. BRENNAN, *Foreman and Instructor*.

REPORT OF THE FARM, GARDEN, AND FLORICULTURAL DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—I submit with pleasure the following report of the farm, garden and floral department for the year ending November 15, 1902, which I hope will give in as condensed form as possible a good idea of work done, vegetables, flowers and farm crops raised, men and boys employed in the above departments, which include all the grounds, consisting of about 300 acres.

Products.	Quantity.
Asparagus	50 bushels.
Green beans	75 "
Lima beans	58 "
Beets	68 "
Carrots	30 "
Cucumbers	55 "
Cauliflower	3,000 heads.
Celery	12,000 "
Cabbage, early	4,000 "
Cabbage, late	32,000 "
Kraut	32 barrels.
Egg plant	38 bushels.
Endive	15 "
Horse radish	15 "
Lettuce	130 "
Green onions	200 "
Dry onions	78 "
Set onions	20 "
Spinach	217 "
Blackberries	52 "
Raspberries	40 "
Peas	70 "
Peppers	30 "
Parsley	20 "
Radishes	125 "
Salsify	30 "
Turnips	400 "
Tomatoes	429 "
Rhubarb	225 "
Parsnips	70 "
Squash	678
Pumpkins	302
Grapes	80 bushels.

FARM.

Corn, common	1,200 bushels.
Corn, sweet	2,200 dozens.
Oats	1,005 bushels.
Hay, timothy mixture	22 tons.

Hay, clover	30 tons.
Fodder, shocks	600
Mangels	68 tons.
Milk, average per day	70 gallons.

STOCK ON HAND.

Horses	15
Cows	29
Pigs	150
Bull	1

We have also pastured an average of 12 beef cattle for the year. It will readily be seen the great amount of pasture needed for the above stock. Our horses are in fine condition, with the exception of three which ought to be replaced next spring, or the first opportunity. Dairy cows are also in good condition, much care being taken when buying to get cows above the average. We have also had wonderful success with hogs this year. One year ago \$435.00 was expended in stock, namely 89 pigs, 12 brood sows and 2 boars. Since then two litters of pigs have been raised, one of 75 the other of 94. We have butchered 80, worth at the time of killing \$890.00. Sold 25 for \$361.50, a total of \$1,251.83, and still have on hand 50 fat hogs, 15 brood sows and 94 pigs, worth at this writing \$1,000.00. It will be seen from the above that we butchered, sold and have on hand hogs to the amount of \$2,251.83, less \$435.00 paid last fall for stock, leaving a balance of \$1,816.83 for the year.

Much attention has been given to fences this year, and 400 rods of Page wire fence was used, which being built in the best manner possible with locust posts, will last for many years. I would recommend 400 rods being made the coming year which will put our cross fences in good shape. 50 rods of 36-inch movable hog fence was also bought. I have found this of valuable service, allowing the moving of pens as often as necessary, plowing up and sowing Dwarf Essex rape, which proves valuable both for feeding and keeping pens in healthy condition.

Water mains have been extended 1,200 feet and one large trough put in west woods, also one south of hog pen. All stock now has good water in almost any part of the grounds. One new bridge was built which greatly assists traffic on farm.

In the floral department the usual amount of about 80,000 plants was used and grown for decorations in all parts of the grounds. Eleven half-day boys are working in this department. We have many calls from all over the state for boys learning this trade, and also for those learning farming, where we have eight. Detail boys are also used for one hour before school, also on Saturday when needed.

The usual supply of ice was stored in the ice house last winter and we will have plenty for this year.

The soft water reservoir was cleaned out and 400 loads of mud taken from the reservoir and above the dam.

The greenhouses have all been painted inside and outside.

I strongly recommend the building of a good cellar for vegetables at a cost of about \$1,000.00.

Our grounds are also lacking in shrubbery, and I would urge the expenditure of at least \$300.00 in this line.

My assistants are as follows: four men on farm, two on dairy, one on garden, one on greenhouse, one on cart, one on drives and gutters. Our lawns have been kept in shape with two men who are transferred to the boiler house in winter.

Besides the eleven boys now learning to be florists, seven have been discharged during the year. I have heard from most of these boys and all as far as I can learn are doing well. Four boys have also left the farm this year and are doing well. This makes a total of 30 half-day boys in the farm and floral departments during the year.

Very respectfully,

R. W. SWABY, *Foreman and Instructor.*

MASONRY AND PLASTERING DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent:*

DEAR SIR:—I have the honor to submit the following report of the masonry and plastering department for the year ending November 15, 1902:

Plastering has been repaired in two or more rooms of 22 cottages, besides several rooms of the administration building, schoolhouses and hospital. New plastering has been done in the varnish room on second floor of the painting department.

Cementing and repairing work has been done as follows:

Floor in bakery, boys' upper bath house, basement of new school building, boys' closet in rear of old school building, a grouting foundation for new sewer pump at pumping room, part of walk near Cottage 20, repaired walk at old school building, floor in gas house pumping room, tar walk and gutters from Cottages 1 to 30. The old well at the gas house was cemented to be used as a cistern. Repaired floors in basement of central cottage hospital, in employes' kitchen and at greenhouse.

MASONRY.

Taken up and replaced a portion of the tile floor in dynamo room.

Built a dividing wall in tunnel near hospital central cottage.

Replaced brick all around Cottage 20.

Repaired mantle at Cottage 29.

Built brick manhole around sewer valve between Cottages 13 and 15.

Put ventilating grate in supply closet at Cottage 14.

Repaired grate in Ward D.

Built brick pit around steam pipes in boys' upper bath house.

Repaired floor in bakery, and relined burner at slaughterhouse.

Taken up and replaced 54 square feet of tile floor in the hall of administration building.

Placed 16 supporting rods under new iron fence at tower.

Pointed copings over two wells at gas house.

Pointed up front steps at main building.

Rebuilt back plate wall of boiler at gas house.

Removed eight courses of brick at chapel for arch to rest on, and pointed up same.

Repaired stone wall at outlet to lake.

Repaired brick wall at boys' upper bath house.

Repaired stone wall at cow barn and in boiler house pumping room.

Pointed up front steps to hospital central cottage.

Built stone abutments for bridge near hog pens and six stone pillars for watering troughs near new woods.

Built valve pit at east end of pumping room at gas house.

Built four areas in rear of Wards A, B and D.

Pointed up brick foundations around greenhouse.

Placed stone over drainage near new industrial building.

Built brick pier for pipe-cutting machine in pipe-fitting department.

Built brick wall at storeroom scales for new timbers to rest on.

Pointed up mortar joints around top of tin work at Cottages 21, 24, and

26.

Set stove-pipe thimbles in Cottages 3, 31 and 32.

Whitewashing was done in nearly all the buildings, besides fences and tree boxes.

I have had the assistance of two boys, besides details when needed. September 30, 1902, James Cooper of Cottage 23 by his request was transferred to the woodworking department, and Frank Lewis, of Cottage 29, was assigned in his stead. October 14, 1902, Isam Lane, of Cottage 23, by his request was transferred to the farm, and Robert Squibb, of Cottage 29, was assigned in his stead.

Thanking all concerned with the management for kindness shown,

Very respectfully,

N. E. JAMES, *Foreman and Instructor.*

BAKERY DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent:*

DEAR SIR:—I submit herewith the report of the bakery department for the year ending November 15, 1902.

Pounds of bread made	215,760
Pies	12,930
Large pound cakes	2,162
Large layer cakes	1,077
Small cakes	46,119
Rolls and buns	22,335
Pounds of fruit cake	288
Pans of ginger bread	439
Coffee cakes	269
Pieces corn bread	14,663
Jelly rolls	12
Gallons of ice cream	71

I have had twelve boys in the shop during the year, four of whom were discharged at the age of sixteen. One boy was removed from the shop an account of sickness. The remaining seven are taking quite an interest in the work of the shop.

We bake all the bread used in the Home and articles specified. The flour furnished during the year has been first-class; therefore there has been no trouble with the bread, which has been fine.

Thanking you, Mrs. Young, Miss Bauerle and Mr. Baker for courtesies shown me during the year, I am,

Respectfully yours,

H. R. HORN, *Foreman and Baker.*

LAUNDRY DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent:*

DEAR SIR:—The following is my report for the year ending November 15, 1902:

During the past year sixteen women have been employed in this department and thousands of pieces are sent out each week. The laundress at the hospital was dispensed with in June, since which time all the hospital clothing has been done in this department, with no additional help.

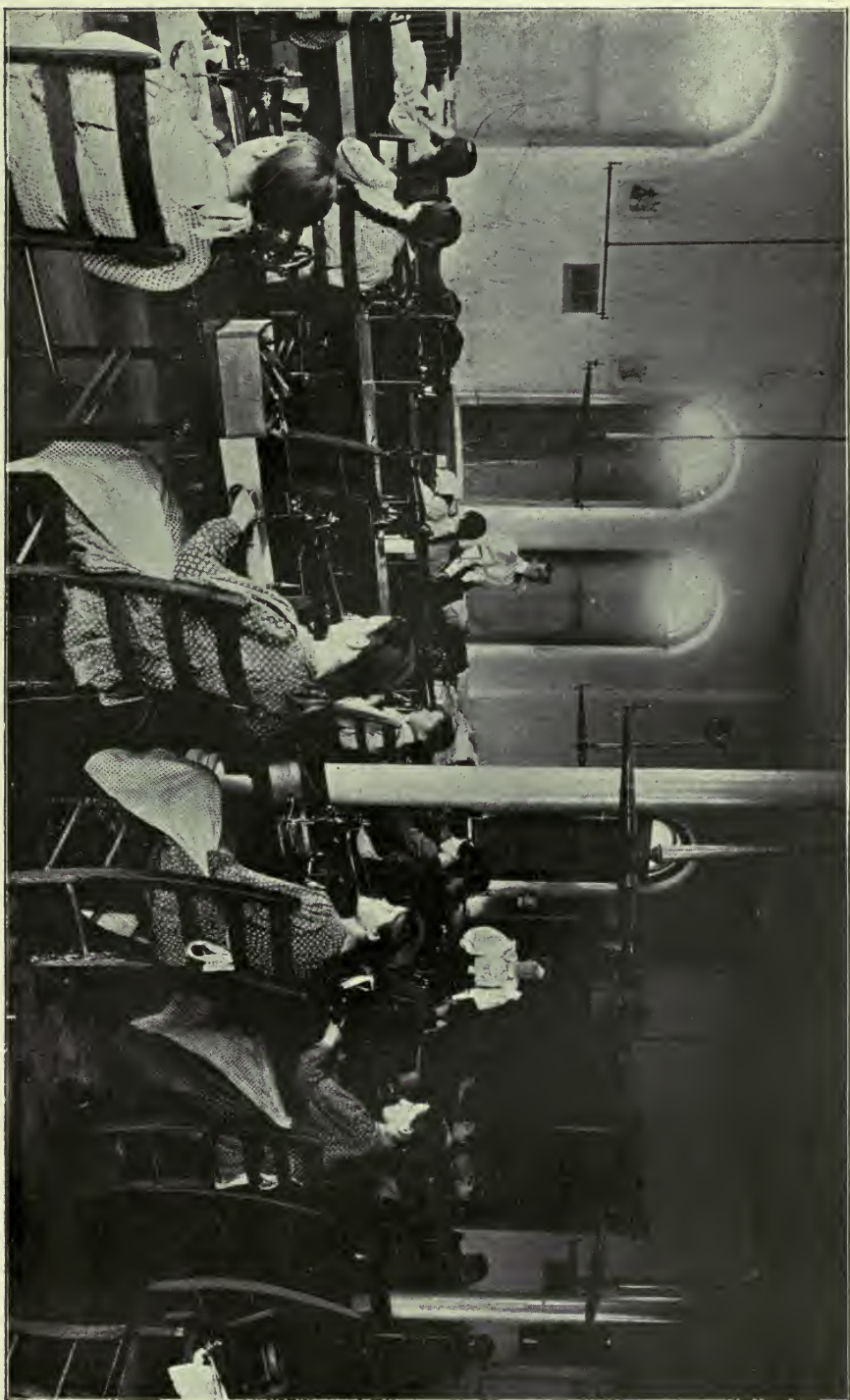
Among the improvements the past year, a large hood was put over the ironing stove and twelve new clothes bins lined with galvanized iron.

I still recommend the enlargement of the laundry. We have not sufficient room for the large amount of work done, as so much of the building is taken for sleeping rooms.

Thanking all the officers of the institution for their kindly disposition shown this department, I am,

Very respectfully,

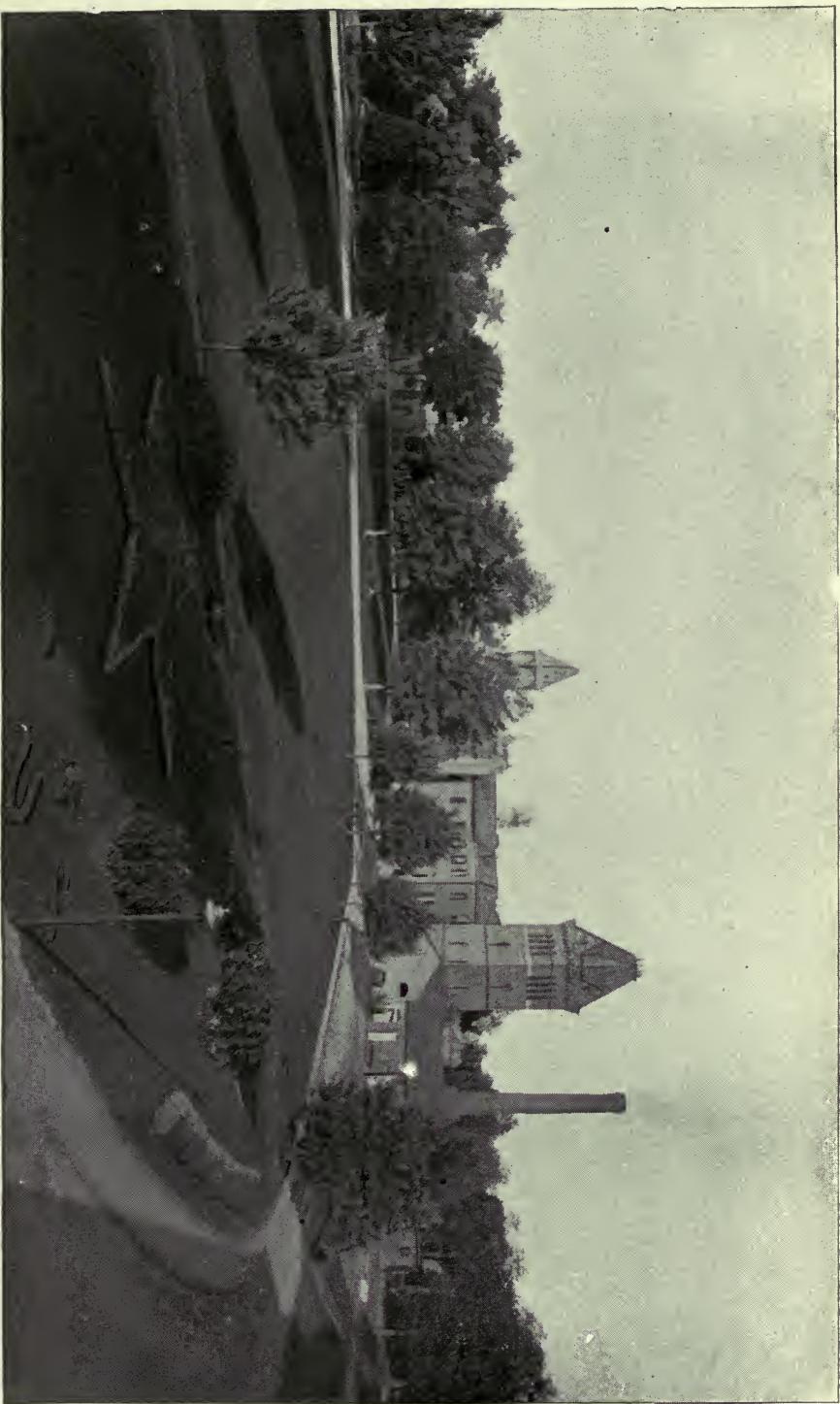
KATHARINE KEARNEY, *Foreman.*



CLOTHING DEPARTMENT—SEWING ROOM.



VIEW ON THE FRONT LAWN.



VIEW OF THE REAR LAWN.

BUTCHERING DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—I have the honor to submit to you the annual report of the meat department. We have dressed for the use of the Home during the past year the following: 190 head of steers, live weight, 217,861 lbs., dressed weight, 109,752 lbs.; 69 calves, live weight, 23,750 lbs., dressed weight, 11,878 lbs.; 78 sheep and lambs, live weight, 8,310 lbs., dressed weight, 3,955 lbs.; 100 pigs, dressed weight, 13,720 lbs.; 122½ dozen chickens; and 382 turkeys. Hides, tallow, etc., sold, \$2,253.43. Rendered lard turned in without credit, 2,105 pounds. All my tools, and the buildings, fences, scales, cold storage, etc., connected with the slaughterhouse are in good condition.

During the year I have had under instruction six boys, three of whom were discharged last June, having arrived at the age of sixteen. The other three are with me at the present, and are making good progress. I have received letters from quite a number of my late pupils, some of whom are doing well at the business, while others are at other work.

Thanking the officers of the institution for kindness shown,

Very respectfully,

H. A. HARRIS, *Foreman and Instructor*.

SHOE DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent*:

DEAR SIR:—I have the honor to submit the following report of the shoe department for the year ending November 15, 1902:

There were eighteen boys in this department a year ago, of whom nine were discharged. I have heard from three of them, who are following their trade and doing well.

There were five new assignments, making at present on the roll, with three men as assistants and instructors, seventeen persons, of whom two men and four boys are making new work, one man and eight boys mending, and two boys cutting and fitting.

The work of the past year amounted to 1,744 pairs of new shoes, worth \$4,360.00, and mending to the value of \$3,786.20. This includes the repairing of harness, curtains, etc., that belong to the institution. The machinery is the same as last year: one McKay

sewer, one edge trimmer, one heel trimmer, three manufacturing sewing machines, one button-hole machine, one patching machine, one channel machine, one amozian skiver for upper leather, two sole-leather skivers, one leather roller, one solidity cobbling outfit, lasting jack, etc. The power is electricity.

The shoes issued to the different cottages are as follows:

No. 1	30 pairs.	No. 17	30 pairs.
No. 2	29 "	No. 18	51 "
No. 3	28 "	No. 19	26 "
No. 4	65 "	No. 20	61 "
No. 5	31 "	No. 21	54 "
No. 6	23 "	No. 22	43 "
No. 7	43 "	No. 23	77 "
No. 8	52 "	No. 24	55 "
No. 9	30 "	No. 25	85 "
No. 10	48 "	No. 26	44 "
No. 11	44 "	No. 27	68 "
No. 12	48 "	No. 28	78 "
No. 13	36 "	No. 29	71 "
No. 14	50 "	No. 30	100 "
No. 15	56 "	No. 31	97 "
No. 16	61 "	No. 32	71 "

The grade of leather we are using now is not only cheaper but entirely satisfactory, and the shoes wear longer than they did before.

Thanks to yourself, Mrs. Young and others in authority for support given to this department.

Very respectfully,

J. MORGAN, *Foreman and Instructor.*

BARBERING DEPARTMENT.

GENERAL CHARLES L. YOUNG, *Superintendent:*

DEAR SIR:—I have the honor to submit to you the report of the Home tonsorial parlor, for the year ending November 15, 1902:

Boys' hair cutting	4,514	\$902 80
Shaves	356	35 60
Seafoams	405	40 50
Shampoos	203	40 60
Girls' hair cutting	21	10 50
Shampoos	13	6 50
Total		\$1,036 50

Our plan of work is as follows:

Boys who attend school all day are taken in rotation according to the cottages, having their work done before and after school, and on Saturdays, while the half-day boys in the different departments are excused during school hours long enough to have their work done.

Girls have their work done when most convenient for them, except on Saturdays, when none of their work is done.

We also visit the different wards at the hospital, doing work for the sick when necessary.

We have in use the Koch hydraulic, revolving and reclining chairs. With this great advantage the boys are enabled to turn out better work.

During the year seven boys have been instructed. There are six boys enrolled at present, two of whom are receiving instructions in their third year. One boy was discharged to take a position in a Y. M. C. A. shop.

Each boy discharged from this department receives an outfit, consisting of tools selected by myself.

My thanks are due to yourself and the financial officer, as well as the honorable Board of Trustees for past favors.

Very respectfully,

L. A. SUNKEL, *Foreman and Instructor.*

